

STANDARDS FOR INSTITUTIONS FOR AGED IN CALIFORNIA

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STANDARDS FOR INSTITUTIONS
FOR AGED
IN CALIFORNIA

Issued by

State of California
DEPARTMENT OF SOCIAL WELFARE

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Adopted at a meeting of Board on October 22, 1942

FOREWORD

Early in the State's history the need for homes for aged persons was met by philanthropic and religious groups who established institutions according to the principles and precepts of their individual organizations. These homes included persons who were given life care and also those who required residence for only a limited period. Some were received on a pay basis, while others received free care. In later years other private institutions, which were profit earning, gradually came into use. These have developed throughout the State and offer facilities for nursing care on a temporary basis.

It is essential that the Boards of Directors of the early established institutions and superintendents or managers of private institutions re-evaluate their goals and programs from time to time making sure that they are aware of changing needs. Unless such efforts are made, it is easy for an institution to become a world unto itself, apart from outside interests and events.

The Department realizes that consideration must be given to the many factors which actuated the creation of each institution and for those now operating, and for those which may come into being, submits these recommendations and requirements by which each institution may be evaluated for licensing or for renewal of license. The flexible use of such standards makes it possible to consider each institution on an individual basis, the final determinant being whether or not the best interests of its charges are being served.

To the other departments in our state whose jurisdiction involves the needs of Aged Persons, and to professional people who are likewise interested in their care, the Department expresses its appreciation for the advice and assistance given toward the compilation of these standards.

The State Department of Social Welfare also takes pleasure in paying tribute to those organizations, boards of directors and staff, who have cared for our pioneers and other venerable citizens these many years. For them can be repeated the words of the poet:

"Grow old along with me! - The best is yet to be,
The last of life for which the first was made."

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CHAPTER I.

HISTORICAL DEVELOPMENT AND RESPONSIBILITY OF STATE DEPARTMENT OF SOCIAL WELFARE

FOR LICENSING

California's first recognition of the need for institutional care of aged persons became apparent early in the "Gold Rush Days of 1849". This period was characterized by the arrival of thousands of unattached men, many of whom were of middle age or older. The long and arduous journey, especially by way of Cape Horn or the Isthmus, undermined the health of many and the problem of caring for the sick and infirm grew rapidly. The generous spirit of the West toward the helpless was manifested first by private philanthropy through the activities of benevolent and denominational groups and religious orders dedicated to charitable duties. Even in the booming, carefree, open handed fifties, private effort was called upon to provide shelter and care for those unable to support themselves.

During this period a number of counties established County Hospitals and Farms which admitted various types of aged, needy and sick persons, some of whom were given only custodial care. By 1860 there were institutions of this type in six counties of Northern California. The State Legislature of that year, realizing this need, passed a measure empowering all county boards of supervisors to establish county "Infirmaries" for the "blind, lame, sick, old and decrepit," funds being raised from taxes on real and personal property.

The next decade saw twice as many county institutions of this type established. Another few years saw the number trebled. During this period there also came into being many more institutions sponsored by various charitable, benevolent, fraternal and sectarian organizations which were desirous of offering care to their own aged members or others in whom they had become interested. Hence, the span from 1853-1880 saw the beginning of the larger and older philanthropic institutions for aged, now operating within our State. Meanwhile profit earning institutions operating as convalescent homes, etc., gave care to aged persons on a monthly basis. These institutions are different in organization and character of service and have increased greatly in numbers during the past few years.

Up to 1925 no state department had jurisdiction over the administrative services or social supervision of these homes. That year the legislature amended Section 2337 of the Political Code (now Welfare and Institutions Code), which provided for the inspecting, licensing and supervising of boarding homes and institutions for children by the State Department of Public (Social) Welfare, to include the same service for homes and institutions for aged, but, it carried no additional appropriation. Other duties were also given to the Department that year, and despite the limitations of staff, it was possible to do considerable preliminary work in the Homes for Aged pending further staff development and extension of program.

In 1939 a new chapter was added to the Welfare and Institutions Code, transferring from the Insurance Commissioner to the State Department of Social

Welfare, the responsibility for issuance of Certificates of Authority to institutions admitting aged persons for life care.⁽¹⁾ This service has afforded protection to persons who have purchased life care and has also served as a financial safeguard to public funds, as for example, should such an institution not be able to fulfill its contract the aged persons might become public dependents.

In the last few years, Federal, State and County programs of public assistance have been established to provide normal family surroundings whenever possible for the needy aged and blind. Those who are financially independent may prefer to use their savings to contract for life care, while others may find more satisfaction in making arrangements on a monthly basis. Nevertheless, with the increasing proportion of elderly persons in our population, it is believed that institutional care will be sought by many who desire the comfort, companionship and security that only a well regulated institution can offer.

⁽¹⁾ Sections 2350-2360 Welfare and Institutions Code. Appendix pp. III-V.

CHAPTER II.

INSTITUTIONS FOR AGED DEFINED

The State Department of Social Welfare defines an aged person as one who has reached the age of 65 years or over. He is termed a guest when receiving board and care in an institution for aged.

A private boarding home for aged is a residential family home which accepts for board and care from one to ten aged persons who are not relatives of the operator of the home.

The State Department of Social Welfare defines an institution for aged as a home which accepts for board and care, eleven or more persons 65 years of age or over.

Non-profit institutions are those which care for any number of persons and which are sponsored and supported by organizations. These institutions are usually benevolent, charitable, fraternal or sectarian.

A private profit-earning (commercial) institution is one which cares for eleven or more aged persons and is owned or maintained by one or more individuals who operate for pecuniary profit.

The State Department of Social Welfare charges no fee for a license to operate; however, in some cities and counties a Business License fee is payable under the provisions of local ordinances.

CHAPTER III.

ORGANIZATION AND ADMINISTRATION

Persons planning to organize an institution for the care of the aged should first have approval of the project by the State Department of Social Welfare. In the initial presentation the purpose of the institution should be clearly set forth.

CONSTITUTION AND BY-LAWS

Constitution and By-laws shall be established to set forth aims, practices and policies endorsed by the organization, in order to protect present and future programs. It is advisable that they be reviewed from time to time so that the institution may function as efficiently as possible.

INCORPORATION

Institutions of a benevolent, religious, or charitable nature should be incorporated as non-profit organizations under the laws of the State of California. Articles of Incorporation are filed with the Secretary of State in Sacramento. Organizations which are local units of out-of-state or national bodies particularly should be incorporated under the laws of California for purposes of local autonomy. This is important to insure protection for the individuals within the institution in order to fix responsibilities of liability, and to insure that the local board is free to act in accordance with the requirements of the state and the needs of the local community, thus preventing difficulties arising from remote control.

GOVERNING BOARD

The governing board is the legally constituted body which the State Department of Social Welfare holds responsible for the financial support and general conduct of the institution. It should consist of at least five members (preferably seven or more), who represent the supporting members of the organization. The members of the Board should be men and women who can give sufficient time to keep themselves informed as to the activities and program of the Home. The majority should reside within the vicinity in which the institution is located so that they may attend meetings regularly and participate actively. They should be able to interpret the work of the organization to the public and should be informed as to procedures and practices in other related agencies.

Board meetings must be held at least quarterly, but preferably once a month; notes should be kept on matters discussed and actions taken.

The most important function of the Board is the appointing of a competent superintendent, through whose leadership the proposals of the organization may be accomplished. The superintendent should interpret the institution in community welfare but should be guided by the board, which in turn, follows his leadership with confidence.

The superintendent should present a report in writing of the various services under his supervision so that the board may be informed of current developments.

It is advisable that the board seek affiliation with volunteer or junior groups to whom they may disseminate knowledge of the needs of the aged and at the same time interest young persons who may become "good potential material" for board members of the future.

COMMITTEES

There should be a sufficient number of committees to carry out the responsibilities of the board. These should be actively functioning committees kept at full strength to carry the responsibilities for admissions, finances, personnel, plant and publicity. These committees, together with the Board of Directors, should constitute the group which assumes leadership for social planning and direction of the policies and procedures of the Home.

CHAPTER IV.

FINANCES

FINANCIAL STRUCTURE

The financial structure of the organization is the direct responsibility of the Board and should be sufficiently sound to enable a full realization of the intended program. This requires representation on the Board of Directors of persons who have had sufficient business experience to properly supervise such a program and who will assume responsibility for the raising of funds, supervision of investments, drafting of the budget, and passing upon expenditures. The Chairman of the Finance Committee may well be the Treasurer of the Board of Directors. Fidelity bonds should be required from the Treasurer and of employees handling funds.

THE BUDGET

The Superintendent or person in charge should prepare, annually, an itemized budget prior to the beginning of the year and submit this budget to the Finance Committee. Upon approval it should be submitted to the governing board for adoption. If changes are later found necessary, the same procedure should be followed.

SOURCES OF INCOME

The ordinary sources of income of aged institutions include contributions from Community Chest funds, individuals, churches, lodges or other regular funding organizations; support contributions for care by the month paid by the aged guests or relatives; pro rata share of the lump sum payments made for life care; interest on invested funds, legacies and endowments; and the value of donations, food or otherwise. A benevolent institution should not have to depend entirely for its support upon the payments made by the guests. Some endowed institutions have found it difficult to interest the public in their support or in new construction because of the impression that they are receiving sufficient income through their endowments. It is, therefore, important that the interest of the community be kept alive and that, at least, a part of its support come from local citizens. A substantial endowment, plus contributions, are essential for support.

FINANCIAL CONTROL

Payments, other than those for salaries and petty cash, should whenever possible, be made by check, payable to "order". Even though the amount may be small, this method of payment will prove simpler, as well as safer, than payments by cash. Claims for payment should be passed upon by some responsible person or committee. Great care should be exercised in accounting for the receipts of all remittances. There should be retained in the office files a serially numbered carbon receipt for all cash received which should be deposited in the bank. There should also be in the files a carbon duplicate deposit slip showing amounts deposited in the bank each day. Whenever practicable, it is

SECTIONS 2350 TO 2360
INCLUSIVE OF THIS EXTRACT
REVISES PAGE 8, AND PAGES
3, 4 & 5 OF THE APPENDIX.

LAWS RELATING TO THE DEPARTMENT OF
SOCIAL WELFARE

(Calif. Stats. 1937 : 1095, ch. 369 ; effective May 25, 1937, and
id. 1939 : 1823, ch. 475 ; effective September 19, 1939)

(Extract from Welfare and Institutions Code)

DIVISION III. AGED PERSONS

CHAPTER 2. INSTITUTIONS AND BOARDING HOMES FOR
AGED PERSONS

2300. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person. License or permit required

2301. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service. Rules, regulations, inspections and examinations

2302. The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the department. Delegation of authority

2303. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance. Expiration of permit or license

2304. Application for renewal of a permit or license shall be filed ten days prior to its expiration. If such application is not so filed, such license or permit is automatically canceled. Application for renewal

2305. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. Written notice of the time and place of such hearing and of the charges made against the holder of the permit or license shall be duly served on him not less than ten days prior to the time fixed for such hearing. Revocation of permits or licenses

Transfer of
license or
location

2306. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 2300, nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service.

Register

2307. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for :

- (a) Name.
- (b) Last previous address.
- (c) Age.
- (d) Nearest of kin.
- (e) Mother's maiden name.
- (f) The person responsible for his care and maintenance.
- (g) Such other data as the State Department of Social Welfare requires.

Notice of
death or
change in
personnel

2308. Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

Penalties

2309. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place, or performance of any service specified in Section 2300 of this code, without first having secured a license or permit therefor, in writing, or refuses to permit or interferes with the inspection authorized in Section 2301 of this code, is guilty of a misdemeanor.

Prosecu-
tions

2310. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

CHAPTER 3. SUPERVISION OF LIFE CARE CONTRACTS

Original Legislation effective September 19, 1939, Chapter 475
Amendments of 1943 effective August 4, 1943, Chapter 924

Who may
contract

2350. Any organization or person maintaining a home for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Wel-

fare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this division.

(Amended by Stats. 1943.)

2350.5. Before issuing the certificate of authority, the State Department of Social Welfare may, if it deems it necessary to safeguard the interests of the aged in the State, require any applicant for a certificate to file with the department a bond executed by an admitted surety insurer, in an amount satisfactory to the department, conditioned that the principal will faithfully perform all obligations undertaken by him pursuant to the certificate of authority, to and for the use and benefit of all persons who may be injured or aggrieved by the failure of the principal to perform any such obligation, and any person so injured or aggrieved may bring suit on such bond, in his own name, without an assignment thereof.

This section shall not apply to any charitable, religious, benevolent, fraternal, educational, or other nonprofit organization or society maintaining a home for the aged.

(Added by Stats. 1943.)

2351. Upon granting the certificate of authority to receive transfers of property, the State Department of Social Welfare shall require the organization or person to establish and maintain reserves in an amount not less than the amount necessary as reserves for the agreements of the organization or person in accordance with the standard of valuation based upon McClin- tock's table of mortality among annuitants, with interest assumption at $2\frac{1}{2}$ per cent per annum. Failure to maintain reserves as provided in this section shall be deemed a breach of any agreement to furnish life care or care for a period of more than one year as provided in Section 2350.

The reserves shall consist only of the following:

- (a) Cash, which shall include:
 - (1) Cash on hand;
 - (2) Deposits in demand and term savings accounts with banks which are members of the Federal Deposit Insurance Corporation, to the extent that such deposits are insured by such corporation;
 - (3) Investments in certificates issued by building and loan associations which are members of the Federal Savings and Loan Insurance Corporation, to the extent that such certificates are insured by such corporation.
- (b) Securities of which 75 per cent shall be such as are permitted for the investment of funds of savings banks of California. Of the remaining 25 per cent of securities, 10 per cent may consist of preferred stocks and 15 per cent may consist of common stocks. Said stocks shall be limited to corporations which have an uninterrupted dividend record of at least 10 years and must be of a high investment grade. The stocks shall

Assets
required
to cover
reserves
for life
care

be subject to the approval of the Department of Insurance and upon the request of the Department of Insurance any stocks to which it objects shall be eliminated from the required reserve.

(c) Real estate, or equities therein, owned by the organization or person, to the extent of 60 per cent of the net value thereof, as appraised by two appraisers approved by the State Department of Social Welfare.

(d) Furniture and equipment as needed for the operation of the institution to the extent of 50 per cent of the net value thereof as appraised by two appraisers approved by the State Department of Social Welfare.

(Amended by Stats. 1943.)

Filing
copy of
agreement

2352. The State Department of Social Welfare may require the filing with the department of a copy of any agreement entered into between the certificate holder and the transferor, by every organization holding a certificate of authority to receive transfers under this chapter.

Contents of
agreement

2353. The agreement must show :

(a) The value of the property transferred ;

(b) The amount of care agreed to be furnished to the transferor or his nominee ;

(c) The manner in which the care is to be furnished.

(Amended by Stats. 1943.)

Refunds to
dismissed
residents

2353.1. If the agreement permits dismissal or discharge of the aged person from the home prior to the expiration of the agreement, with or without cause, an amount equal to the difference between the amount paid in and the amount used for the care of the aged person during the time he remains in the institution, based upon the per capita cost to the institution, shall be refunded to the transferor ; however, in cases where a consideration greater than the minimum charge has been paid for accommodations above standard, a sum equal to the difference between the amount paid in and the ratio of the amount paid to the minimum consideration for standard accommodations times the current per capita cost to the institution applied to the period the aged person remained in the institution shall be refunded to the transferor. If the per capita cost to the institution during the period can not be established otherwise, the cost during the period shall be deemed to be the cost at the time of the dismissal or discharge.

(Added by Stats. 1943.)

Breach of
agreement

2353.2. Whenever action is brought by or on behalf of an aged person against any organization or person maintaining a home for the aged for breach of an agreement to furnish life care or care for more than one year to the aged person, the plaintiff may, at the time of issuing the summons, or at any time afterward, have the property of the defendant, in an amount not to exceed the amount paid in or the value of the property trans-

ferred to the defendant at the time of the transfer, attached as security for the satisfaction of any judgment that may be recovered, unless the defendant gives security to pay such judgment, as provided in Chapter 4 of Title 7 of Part 2 of the Code of Civil Procedure.

(Added by Stats. 1943.)

2354. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or organization specified in Section 2350 in order that the rights of aged persons may be protected. The department may, by any member or any duly authorized representative, inspect and examine any such institution, home, or place, books and records of the performance of any service required pursuant to the agreement.

2354.1. In lieu of making a detailed financial investigation, the State Department of Social Welfare may accept an annual audit of the organization or person made by a certified public accountant.

(Added by Stats. 1943.)

2355. A certificate of authority issued by the State Department of Social Welfare shall expire 12 months from its date of issuance, and application for renewal of same shall be filed 10 days prior to its expiration.

2356. Certificates of authority may be revoked for cause after a hearing before the State Social Welfare Board. Written notice of the time and place of such hearing and of the charges made against the holder of the certificate of authority shall be duly served on him not less than 10 days prior to the time fixed for such hearing.

2357. For the failure of any organization or person to establish and maintain reserves as provided in this chapter, the State Department of Social Welfare shall, after due notice, revoke its certificate of authority. The department may request the Department of Insurance to aid in the determination as to whether or not sufficient reserves are established and maintained.

(Amended by Stats. 1943.)

2358. No certificate of authority shall be transferred. Neither the terms of the agreement, nor the place of performance specified in any agreement, shall be changed without the written consent of the State Department of Social Welfare.

2359. Any person, association, or corporation that maintains, enters into, or, as manager or officer or in any other administrative capacity, assists in maintaining or entering into any agreement providing for transfer of property, conditioned upon an agreement to furnish life care to the transferor or his nominee, without first having secured a certificate of authority

therefor in writing, or refuses to permit or interferes with the inspection authorized in this chapter, is guilty of a misdemeanor.

Prosecutions

2360. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.



desirable that the clerk who writes up the cash book should not be the one who receives the money. All exceptional transactions should be reported to the governing board at their next meeting for approval or further instructions and the action taken entered on the minute books. Traveling expenses should be paid out of travel advances and should be accounted for by monthly expense accounts filed by each person who travels. Books and accounts should be audited at least annually by competent accountants.

FINANCIAL RECORDS AND REPORTS

The Department does not prescribe special forms for record keeping, but audits the accounts as maintained by the institutions and suggests such changes as are deemed desirable. The income side of the Cash Book should clearly reflect every ordinary source of income, and the disbursement side should contain columnar headings for all ordinary expenses.

The following headings are suggested:

Auditing	Legal
Depreciation	Magazines and Newspapers
Food	Maintenance and Repairs
Funerals	Medical
Gardening (not food producing)	Miscellaneous
Gifts to members	Office Supplies and Expense
Heat, Light, Water, Power	Salaries and Wages
Household Supplies	Taxes
Insurance	Telephone and Telegraph
Laundry	Scavenger Service

PER CAPITA COSTS

Per capita cost of care should be determined in benevolent, fraternal, sectarian or other non-profit aged institutions in order that they may know the trend of their current financial operations.

Information on per capita cost is also important in the matter of determining eligibility of persons residing in the institution who might need to apply for public assistance should the institution be of a type in which Old Age Security or Blind Aid could be paid by law.⁽¹⁾ Again, per capita cost is a vital factor in determining the amount of reserves which must be maintained by an organization that enters into life care contracts for a consideration.

Auditors of the State Department of Social Welfare will determine per capita costs in institutions licensed by the Department.

DEPRECIATION OF FIXED ASSETS

The matter of depreciation of properties is important and must be included in considering costs. The value of the use and occupancy of the premises is a proper item in considering the value of care to the aged guests. Deprecia-

(1) Welfare & Institutions Code, Div. III, Section 2160.5 and Division V, Section 3044.5.

tion has been aptly defined as a shrinkage in value which, in the ordinary course of events, may be expected to take place as being a necessary consequence of the possession and use of the asset. In the determination of per capita costs in an institution, the value of the use of quarters, equipment, and furnishings must be taken into consideration as of equal importance with cash expenditures for food, etc. Ordinary repairs should be charged to operating expense, in addition to the depreciation.

The rates used by the Auditors are determined by various factors. Information may be received from the State Department of Social Welfare upon request.

SUPERVISION OF LIFE CARE CONTRACTS

Effective September 19, 1939, a new chapter (Chapter 3) was added to the Welfare and Institutions Code transferring to the State Department of Social Welfare responsibility to issue Certificates of Authority to organizations, permitting them to receive transfers of property conditioned upon their agreement to furnish life care. However, if any aged institution grants annuities payable in cash instead of care (except for the incidental expenses of guests) it is also necessary to obtain a Certificate of Authority from the California State Insurance Commissioner.

In order to receive a Certificate of Authority from the State Department of Social Welfare, an organization must first be incorporated under the laws of California, and must hold a license to operate. If the organization is not incorporated, legal decision must be made as to whether or not the agency meets the requirements of the law. Reserve funds must be established and maintained in accordance with the standard of valuation based upon McClintock's Values of Annuities at $3\frac{1}{2}\%$ and the institution's per capita cost. Certificates of Authority must be renewed annually.

Reserve funds must be invested only in such securities as are permitted for the investment of funds by savings banks in California. Securities for the protection of reserve funds must be placed in trust with a corporation authorized by the laws of California to conduct a general trust business. Auditors of the State Department of Social Welfare are available for assistance to institutions in setting up their reserves.

AUDITS

The books of all private institutions licensed by the State Department of Social Welfare are subject to examination by auditors employed in that department without cost to the institution.

CHAPTER V.

PERSONNEL AND EMPLOYMENT STANDARDS

Inasmuch as the efficiency of the institution and the comfort of the residents depends largely upon the qualifications of the personnel, the careful selection of the various staff members is of great importance. Along with the particular qualifications necessary for the various services to be rendered, there are certain personal attributes which each should possess. These are: suitable age for the particular task to be performed, good health, pleasing personality, sense of humor, sympathy, knowledge and understanding of the exigencies of old age. It is important that staff members maintain a constant attitude of optimism when working with the aged. One often finds it too easy to become pessimistic and constant encouragement is imperative in the building up of their morale.

The ratio of staff members to population is a variable factor depending upon the adequacy and convenience of the facilities, as well as the age and physical condition of the guests. In order to assure all the necessary professional and non-professional services incidental to maintenance, the staff should consist of a complement of qualified persons. In smaller homes, the responsibility of more than one position may be held by one person, or duties may be allocated in various ways. Volunteer services can be most helpful if the assistance given is integrated with, and supplements, the regular services offered.

SUPERINTENDENT

There must be a paid executive whose specific responsibilities shall be the management and supervision of all operations of the home. This person should be:

Qualified by education, training and experience in such fields as medicine, nursing or social work and if possible, should have had executive experience in institutional administration;

Able to interpret to the Board of Directors recognized standards for care and supervision of aged groups, and qualified to integrate the program of the institution with other social resources of the community;

Able and willing to delegate responsibility to persons best suited for the tasks assigned;

Able to recognize and adopt good personnel practices.

During the absence of the chief executive, there must be a person placed in charge who is capable of assuming his responsibilities.

PROFESSIONAL STAFF

It is essential that the Board of Directors provide for professional services which will be available at all times. These are to include medical,

psychiatric, dental, nursing and other professional services. This may be arranged in various ways. It is generally conceded that a Medical Director should be selected who will be responsible for the health services. He should assist the Board (or superintendent) in choosing a panel of specialists from which physicians may be called when their specific skill is required. The Medical Director might well serve as a Board member so that modern trends of physical care may be interpreted from time to time.

Professional persons giving regular service should receive a monthly remuneration. Specialists may be compensated according to the services rendered. Persons chosen for these specialties must be qualified according to the recognized standards of their various professions.

Physicians

The physicians must be licensed to practice medicine in the State of California and preferably should be chosen for their experience and interest in geriatrics (care of aged).

Psychiatrist

The psychiatrist should hold a license to practice medicine in California. His experience should consist of a hospital internship of at least one year and an additional year of internship in a mental hospital, plus two years clinical experience with adults, or its equivalent post graduate training.

Dentist

The dentist must be licensed to practice dentistry in the State of California. If possible, he should be one who has had experience with adults and who shows a special interest in the dental problems of elderly persons.

Professional Graduate Nurses

(1) Nurses must conform to the legal standards set in The Nurses Practice Act.

Trained Attendants

Trained attendants must conform to the legal standards of the Trained Attendants Act. (2)

Social Worker

The social worker should be qualified by training in a recognized school of social work and have had experience, preferably in a family welfare

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- (1) Business and Professions Code, Div. II, Chapter 6. Appendix p. ix
 - (2) Business and Professions Code, Div. II, Chapter 10. Appendix p. x

agency. Training in psychiatric social work is particularly advantageous in understanding social problems of the aged.

Nutritionist

The nutritionist should be a graduate of a recognized school in nutrition with training in dietetics, food planning, food service and per capita cost. She should be responsible for the planning of menus and be capable of carrying out recommendations for special diets.

Teachers

Teachers qualified to teach the blind to read raised types (Braille or Moon) may assist such incapacitated persons to pass many hours in an interesting manner. It is also suggested that the State Library be consulted in regard to their visiting teacher service for the blind. Several current magazines (such as Readers' Digest, Current Events, etc.) are now being issued in Braille type.

Occupational Therapist

If possible, the occupational therapist should be a graduate of a recognized school of occupational therapy. These teachers are qualified to teach Arts and Handicraft and have received special training in the handling of sick, nervous and aged persons.

NON-PROFESSIONAL STAFF

Subsidiary Nursing Groups

Aside from the above classifications of certified persons, much care is given by subsidiary groups who have received their experience from various sources. In this class there are many who have had training in hospitals or nursing courses for which they are not certified in this State, but who, because of their liking for this type of work, are desirous of seeking employment in these homes.

Matrons, Assistant Matrons and Aides

Staff members chosen for the miscellaneous services of the Home should have qualifications necessary for their particular job assignment. These should include suitable age, good health, sobriety and an attitude of cooperation and patience with the aged.

Should the nursing service be supervised by only one registered nurse, matrons or aides should be sufficiently equipped by background to understand and carry out the instructions given by the professional staff.

Housekeepers

Housekeepers, maids and porters should have knowledge of the modern

methods of housekeeping and cleanliness so that a good standard of sanitation is maintained at all times.

Clerical Staff

The clerical staff should have sufficient training to assure proper handling of accounting, business management and general routine secretarial services for the institution.

Cook

The cook must be qualified by knowledge of food values and culinary arts. In institutions where it is the duty of the cook to plan the meals, he (or she) should possess an understanding of special diets that may be prescribed by the attending physician.

MISCELLANEOUS STAFF

Chief Engineer

The chief engineer should be a man of suitable age and integrity since he is responsible for the operation of mechanical equipment. He should be relieved by a person of equal understanding so that at no time will the mechanical operations of the institution be unprotected.

Laundry Workers

Those institutions operating a laundry should meet the rules and regulations of the California Industrial Welfare Commission in relation to minimum wages and hours for women. The laundry staff should have the knowledge and ability to care adequately for the linen so that an ample supply will be available at all times. The laundry should be equipped with modern machinery.

Watchman

Night watchmen should be reliable and in large institutions should make regular rounds with the standard watch clock, registering at designated stations. It is advisable for employees or residents returning late at night to report to the night watchman.

Gardeners

There should be sufficient staff to care for the flower and vegetable gardens and premises, keeping them attractive and in good order. These persons should encourage the aged either to assist or maintain some gardening projects of their own when an interest is indicated and their physical strength will permit.

EMPLOYMENT STANDARDS

Salaries

Sufficient compensation should be offered to attract efficient people and insure a minimum of personnel turnover. Salaries will vary according to local conditions, but the prevailing minimum wage scale for women should be followed.

Vacations and Working Hours

After one year's service, the staff should be granted a two weeks' vacation with pay. In addition, two hours a day free time and one week day off should be arranged for each staff member.

Relief Staff

There must be an adequate number of persons to serve in relief capacities so that the staff may depend upon regular and definite rest hours, days off and periodic vacations. Well chosen relief prevents the breaking down of the morale of the regular staff and thus avoids disturbances of the aged.

Medical Examinations of Staff

Applicants for positions should present written evidence of having had a recent medical examination. The report should show an adequate health clearance prior to acceptance by the Institution.

Periodic physical examinations of staff (annually) are advisable.

All employees handling food should have physical examinations when they enter service and periodically thereafter. They should also comply with local regulations regarding the handling of food.

Sick Leave

Consideration should be given to sick leave for employees who have served in the Home for six months or over.

Insurance

Employees should be covered by liability or group insurance.

CHAPTER VI.

PLANT AND STRUCTURAL FEATURES

PLANT

LOCATION

The site chosen must meet all requirements of State or County or City ordinances as to zoning, fire protection, sanitation, water supply, sewage disposal, and so forth. The property should be in a desirable neighborhood and provide good exposures on all sides. A site should be selected where the climatic conditions are known not to be subject to sudden changes. It should be easily accessible to churches, libraries, clubs, stores, motion pictures and other business and recreational facilities. Excessively busy streets should be avoided. Rural locations offer the advantages of space and scenic beauty; however, the remoteness has certain disadvantages as to transportation for both residents and staff unless this can be overcome by arrangement for adequate travel facilities.

GROUND

The grounds should be attractive with lawns, gardens and shade trees. Such features as covered verandas, summer houses, garden nooks, and sheltered areas, are desirable. Flowers and shrubbery add to the beauty of the home and to the interest of the residents and employees.

BUILDINGS

Buildings must conform to the regulations of the Uniform Building Code of Pacific Coast Building Officials Conference (latest edition). Established institutions which do not meet present requirements should make alterations as rapidly as circumstances permit.

No building should be used for school or institutional purposes unless the same shall

- (a) "comply with the requirements of the Rules and Regulations of the State Fire Marshal with regard to means of egress therefrom;
- (b) "be maintained in such manner as to allow the occupants reasonable facilities to gain egress therefrom in time of fire;
- (c) "be maintained in such manner as to reduce to a minimum the fire hazards inherent with the equipment and furnishings in connection therewith."⁽¹⁾

If a fireproof building more than two stories in height is contemplated, elevators must be installed, as aged persons may not be housed above the

(1) Uniform Building Code, 1940.

second floor without such service. In a non-fireproof building, only ambulatory aged may be housed on the second floor and no aged person may occupy the third floor. All buildings should have at least two means of egress from each floor, these to be separated by a safe distance.

Building plans may vary as to type: Congregate - Unit - Cottage, or any combination of either or all. The number of residents who can be housed safely and comfortably should be determined by the type of population and the standard and adequacy of equipment. It is generally accepted that the home which accommodates not more than 100 persons offers potentials for the maximum in personal services and homelike comforts. Expansion beyond that number tends toward institutionalization and regimentation.

It will be found that there are obvious advantages and disadvantages inherent in each type of building program. However, the ultimate choice should be based upon careful consideration of all the factors involved, particularly those relating to the specific needs of the group and the available funds for administration and operation.

FIRE SAFETY REGULATIONS

Fire protection must be given special consideration under all circumstances. Buildings must meet the requirements of all local fire ordinances as well as the regulations set by the State Fire Marshal. Adequate first aid fire protection should be installed in the form of fire extinguishers, hose and hose reels. Expert advice should be obtained on type and location of emergency fire equipment. This assistance can be rendered by the local fire chief, who should also be qualified to give advice and information on equipment for first aid.

Buildings now in use for school or institutional purposes which do not comply with the Rules and Regulations of the State Fire Marshal with regard to means of egress therefrom shall be considered as embodying a life and fire hazard greater than normal and shall be treated in accordance with the degree of divergence from said requirements. The State Fire Marshal, may in connection with any such building, require fire separation, enclosures, or vertical or horizontal openings or passageways or such fire prevention, protection or alarm equipment, and such additional exit facilities as in his opinion are necessary, based on general requirements of his rules and regulations. The need for emergency egress shall be based upon the construction and physical characteristics of the building, the fire hazard of the contents, and the fire protection provided; and the physical and mental condition of the occupants. Exit facilities shall be designed for use under conditions of panic bearing in mind the likelihood that persons otherwise normal may behave irresponsibly in time of fire.

PLANS

Institutions for Aged giving consideration to expansion of facilities should discuss the proposed plan and program with an authorized representative of the State Department of Social Welfare prior to initiating construction. This frequently prevents making expenditures not approved later by State Departments.

The State Department of Social Welfare by law has the responsibility to pass upon plans as to the social requirements of the occupants. (1)

Plans shall be drawn upon substantial paper or cloth and the essential parts shall be drawn to a scale of not less than 1/8 inch to 1 foot, and be of sufficient clarity to show that the law will be complied with. The plans shall bear the name of the architect, structural engineer, or person responsible therefor. Compliance with the Rules and Regulations of the Uniform Building Code of the Pacific Coast Building Official's Conference, Edition of 1940, concerning the construction shall be considered prima facie evidence of good practice.

Plans must be submitted to the State Department of Social Welfare in triplicate. (One copy is submitted to the State Fire Marshal's office, one retained by the State Department of Social Welfare, and the third copy returned to the institution.) All three sets must be stamped for approval by both the State Department of Social Welfare and the State Fire Marshal before the Board of Social Welfare takes action.

Should any questions arise relating to general fire safety, exit facilities, installation of equipment, etc., the State Fire Marshal's office should be contacted. For establishments erected north of the north line of Kern and San Luis Obispo Counties, address 406 Montgomery Street, San Francisco. For establishments south of the north line of the Kern and San Luis Obispo Counties, address 1151 South Broadway, Los Angeles.

PROTECTIVE STRUCTURAL FEATURES

It has been found that older people vary from day to day in their ability to get about and attention is called to a number of protective structural features which are safeguards and may prevent accidents.

Floors

Floors wherever possible should be of concrete with cove bases throughout the building and should be treated or covered to meet the needs of each room. Linoleum, rubber, tile, cork, wood mastic, or similar materials may be used in reception halls, dining rooms and stairways, and have proved to be satisfactory.

(1) Law: Welfare and Institutions Code, State of California, 1939. Division I. Administration of Welfare and Institutions. Chapter I. State Department of Social Welfare.

"121. All plans for the use of existing buildings or for new buildings, parts of buildings, or additions to or alterations in buildings, for any public institution under the supervision of the department or for any State, city or county charitable institution (other than an institution under the jurisdiction of another State Department) or for any privately operated institution which receives State Aid for the care or support of its inmates shall, before their adoption, be submitted to the Department of Social Welfare for suggestions and approval as to the social requirements of the occupants. (Added by Stats. 1937, Ch. 676.)"

A depression may be made in the concrete base for the carpet and lining, giving a smooth surface at the carpet's edge.

Only large rugs should be used and these should be arranged so that they will not slip or curl at the edges. Slippery surfaces are dangerous and no wax with turpentine base should be used.

Where there is a usable area under a floor, the floor should be of one hour fire resistive construction.

Walls

Wherever necessary, walls should be soundproof to shut out noise from other sections of the building. They should be of easily cleaned material and cheerful and light in color. Tiling should be used for a space of at least four feet above the cove base in kitchens, pantries, bathrooms and lavatories.

Halls

The halls must be of sufficient width to enable the residents to move freely about the building and also wide enough for a wheel stretcher or wheel chair. If non-ambulatory persons are to be housed, halls should be wide enough to allow removal of patients in their beds. The halls must be well lighted and should be provided with outlets for vacuum cleaners, scrubbing or buffing machines.

Doors

All exits must open in the direction of exit traffic.

Doors should be noiseless and easy to operate. Some should be wide enough to admit beds, wheel chairs and large pieces of furniture. Door locks should be such so that they may be unlocked from the outside as well as from the inside. Locks should be such that all may be unlocked by a single master key. The master key or additional room keys should be in the office and accessible at all times. Doors shall not open immediately on a flight of stairs but on a landing at least equal to the width of the door.

Toilet and bathroom doors should open outwardly. Toilet doors should be of the stall or louver type. All room doors and those leading into corridors and into stairways should open in the direction of exit traffic. Doors into corridors, interior doors, when of the swinging door type, would accomplish the purpose desired. Where swinging doors are not practicable, sliding doors approved by the Housing Inspector may be permitted. Exits from rooms used for assemblies should be built with large doors equipped with pressure releasing hardware and opening in the direction of exit travel.

Transoms in bedroom doors aid in ventilation and should be so constructed as to be easily manipulated by occupants in order to shut out light and noise when desired.

In large institutions, all outside exits should be equipped with pressure releasing hardware.

Window Space

Window space must be the equivalent of one-eighth of the total floor area of the room. It should be so planned as to eliminate glaring light and drafts.

The windows should be so placed as to give an abundance of light and sunshine. Their construction should be such as to prevent rattling when being opened or closed and should move easily so that the aged person can manipulate them with a minimum of effort. Weather stripping may be advisable in some areas.

Ventilating devices should be so regulated as to protect the occupant of the room from strong drafts, and full length screens should be used the year around. Sills should be high enough to permit aged persons to sit by the windows with safety. French doors should be avoided unless opening onto railed porches.

Stairways and Ramps

Stairways must be easily accessible from all rooms. There should be a minimum of steps leading into the building and where possible, ramps should replace stairs. Both stairs and ramps should be gradual in slope and have hand rails or banisters on each side. Hand rails should return to the wall at both ends. Where non-ambulatory persons are housed, at least one ramp wide enough to accommodate a bed should lead directly to the ground.

Width of stairways or ramps should be sufficient to permit transportation of furniture or movements of population without crowding. Steps should be broad with low risers and the surface material should be such as not to involve danger of slipping. Proper lighting will also reduce the danger of accidents. Service stairways should be well lighted when at the rear of halls and should have an electric switch device at the top of the stairs.

Ramps shall comply with all the requirements for stairways as to construction, width, enclosures, landing, lighting and ventilation. They should be surfaced with an approved non-slip material when the slope exceeds one inch in ten.

Elevators

Elevators are a great convenience to older persons in any institution over one story and are required where aged are housed above the second floor. Buildings of more than two stories must be equipped with two elevators so that one may always be kept in service, and also for rapid clearance of the building in case of emergency. They should be large enough to carry a bed, wheel stretcher or wheel chair and their doors should be of proper width to permit entrance of these conveyances. There should be hand railings inside, automatic leveling and quiet automatic operation.

Vertical Openings

All stairways, elevator shafts, laundry chutes and other vertical openings should be made of one-hour fire resistive material.

CHAPTER VII.

HOUSING FACILITIES AND EQUIPMENT

ADMINISTRATIVE OFFICES

The administrative offices should be located on the main floor of the building, near the entrance if possible, and should be arranged with space for private interviews and the efficient handling of the general business of the institution. Quiet, segregated space should be provided for the bookkeeper and clerical staff. It is advantageous to have this section include space where the regular monthly meetings of the Board may be held.

LIVING ROOMS AND LIBRARIES

There must be at least one large living room, centrally located, yet remote enough from the daily routine activities to avoid the possibility of intrusion or distraction. In addition, there may be several smaller sitting rooms for men or women, or both, when desired. Living rooms should be comfortably and attractively furnished with easy chairs, sofas, tables and other incidental furnishings and should also be well heated and lighted according to the needs of the residents. Wall decorations, flowers and plants contribute a home-like atmosphere. Current books, magazines, newspapers, etc., should be available and suitable to the educational and cultural preferences of the various guests. Radios and musical instruments also add to the enjoyment and sociability of the home. Fireplaces always add to the comfort and homelike appearance of a room.

As the efficiency and contentment which prevails within institutions is frequently dependent upon the morale of the staff, adequate provision should be made for their rest and recreation, especially as periods for relaxation and enjoyment may be irregular. Facilities for their pleasure as well as living rooms where callers may be received should be provided.

DINING ROOMS

The dining rooms should be adequate in size and in relation to the population. They should be cheerful, well ventilated and with ceiling lights so spaced as to insure equal distribution of light. The equipment and furnishings should be colorful and restful, with tables seating from four to eight. Tables for two may be provided for married couples. Separate tables should be set for the residents who are having special diets. Chairs should be sturdy and well balanced. Those with arms, which assist the aged in rising, are desirable. Good linen, silverware, and attractive dishes are recommended. If substitutes are used for linens they should be pleasing in color and decoration. On well finished surfaces, doilies or attractive mats may be used.

Tray service should be available when the residents are unable to go to the dining room. Occasional meals served in the private room add to the contentment and comfort of the aged person. However, meals in the dining room should be encouraged since it affords social contact and normalcy.

There should be one or more staff dining rooms so that groups of employees can be accommodated according to their classification. These should be properly lighted and ventilated and should also be suitable and inviting. They should be located far enough from the kitchen so that the staff may enjoy quietude.

FOOD SERVICE

Since the beginning of time, food has remained the chief substance by which man has kept nourished and sustained. To this day, it has not lost its significance and therefore requires important consideration, especially, in institutional life. Aged persons, having lost many of their previous daily interests, are prone to look forward to the meal hour with much anticipation. A pleasant meal is more than just sustenance, if it incites expectancy and enjoyment and consequently, it is essential that attention be given to the proper planning of the culinary quarters and its equipment.

KITCHEN

The kitchen should be located, if possible, on the same floor as and adjacent to the main dining room. Floors should be concrete or wood, covered with linoleum. They should be non-absorbent, non-slippery, and easily cleaned. More efficient service is possible if the dining room and kitchen are adjacent. If, however, the dining room is located on another floor level from the kitchen, provision must be made for conveying the prepared food and for keeping it at the proper temperature until served. The kitchen area should be approximately one-fourth to one-third as large as the dining room area. Usually the dining room allows fifteen square feet per person in the dining room and a corresponding three to four square feet in the kitchen. The kitchen should have an outside entrance easily available to the store room, with an entrance door wide enough to deliver large packages of supplies.

The kitchen is usually divided into units and the equipment so planned and spaced as to form definite working areas. These units include the cooking unit, the baking or pastry unit, the vegetable preparation unit, salad unit, dish-washing unit, and serving unit. There should be a hood over the range with a fan to carry out the food odors and all cooking equipment should be grouped under one hood. The kitchen range is the most important piece of large equipment in the kitchen and should be set on a fireproof base of concrete or tile.

Minimum equipment in a kitchen serving fifty would include:

1. A four-burner range with one or two ovens
2. Hotwater heater
3. A ventilating machine
4. A two compartment pot and pan sink with a splash back and drain boards

5. A work table and work stool for the cook
6. A baker's table with utensil racks and bins for both cook and baker
7. An electric mixer complete with bowls, beaters, and whips
A twenty-quart size is adequate for fifty.
8. A vegetable peeler, if possible
9. Bins for the flour for the baker may not need to be in the table
but can be clean garbage pails on rolling platforms.
10. Bakers' scales - 25 pound by ounces
11. The salad unit should contain a one compartment sink with counter
space sufficient to set up salads.
12. A dish washing machine, if possible. If not, a two-compartment sink
with a space for soiled dishes and a space for clean dishes.
13. The vegetable preparation corner should include a sink with a splash-
back with the vegetable peeler adjacent, if the peeler is part of the
equipment.
14. Miscellaneous cooking utensils - preferably of aluminum.

SERVING PANTRY

The equipment of serving pantries may vary according to the population, but such space is necessary for the preparation of trays and also the care of beverages. This pantry often provides space for table dishes and cutlery.

REFRIGERATION

There must be ample provision for the storage of meat, fruits, milk, vegetables and other perishable foods. Separate refrigerator compartments should be provided for meat and for dairy products.

Separate mechanical refrigeration units are generally considered preferable to a central system unless the institution is quite large. In addition, an ice room or insulated box for storage of blocks of ice is desirable in order to give a sufficient supply of ice for kitchen and infirmary use.

The refrigerator unit should be adjacent to the kitchen but not necessarily in the kitchen. The net storage capacity for an institution serving fifty would be approximately 90 cubic feet in size.

If the institution has an ice machine or a compressor, ice can be made with the machine.

STORE ROOM

The store room should be adjacent to the kitchen, convenient to the outside entrance and easily accessible from all points in the kitchen. The amount of space for storage is dependent upon the number served and the amount of large quantity buying done by the institution.

PROTECTION OF FOODS

All types of food, whether kept in refrigerators, ice boxes, coolers, pantries, or store rooms, should be properly protected from flies, insects or rodents. These spaces should have smooth surfaces with a hard finish to facilitate cleanliness. Walls should be of a hard finish and protected by paint, oil or an equivalent.

Cooking utensils should be clean, and defective, old or worn utensils should not be used. Table ware (knives, forks and spoons) should be clean and no rusty or worn cutlery should be used. Chipped or cracked dishes are both unsanitary and unsightly.

Provision for cleaning utensils should be adequate. Two compartment sinks constructed of enamel or other suitable material, are desirable. Dish-washing machines should be kept immaculate and in good working order.

BAKERIES

Institutions having their own bakeries must meet the sanitary requirements of the California Sanitary Bakery Law.⁽¹⁾

MILK

Milk must be produced, or purchased, or handled in accordance with the California State Milk Law.⁽²⁾

FOOD HANDLING

Persons handling foods should wear clean apparel and give special care to the cleanliness of their hands. Street clothes should not be worn or changed in rooms where food is handled.

The rest room for kitchen employees should be comfortable and must have separate toilets and separate wash bowls, with towels and soap.

GARBAGE AREA AND DISPOSAL

It is preferable to have the garbage area separate from the kitchen.

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- (1) California Sanitary Bakery Law - State Board of Health, Chap. 701-Sec. 7.
Approved April 31, 1921.
(2) California Milk Law.

It should be accessible to very hot water or steam in order to cleanse the garbage cans. Cement floors or walls are desirable as they can be washed. There should be racks for the cans to be placed on for air and sunshine.

"All garbage containers should be made of heavy galvanized iron and should be free from holes. The lid should be of the same material fitting over the outside of the can, with the rim extending down at least for three inches. An imperfect garbage can is the most important source of rat food outside of buildings."⁽¹⁾

Incinerators of an approved type with spark arrestors should be installed on the premises for disposal of trash or waste not otherwise collected, which should be burned on an open dump wherein it may not create a fire hazard or nuisance. Other such material, not burned, must be buried with a two-foot covering of dry earth.

S L E E P I N G R O O M S

Single rooms are preferable and should be so arranged as to provide adequate space for comfort, cleanliness and quietude. They should be large enough to contain a bed, dresser, comfortable chair, small table and other necessary furnishings without crowding.

Sleeping rooms should have good cross ventilation and not less than 500 feet of cubic space for each person. Every room should have at least one outside window.⁽²⁾ A window opening on an enclosed porch is not considered an outside window. Sleeping rooms should be conveniently located near the solariums and porches in order that the resident may spend time in the air and sunshine and be with other guests.

In institutions where the residents have private rooms, many are cared for when ill in their own rooms and are seldom removed to the infirmary section unless considerable nursing care is required.

Dormitories or wards are not considered as desirable as single rooms, although, in the majority of institutions for aged where the enrollment is large, sleeping space is often arranged in this manner. It has been found that small dormitories make for better contentment and provide opportunity for segregation of ages and types. Rooms, accommodating three or four persons, appear to provide the most comfortable arrangement. Beds must be at least three feet apart and each dormitory should allow 50 square feet per person.

Married couples should receive special consideration and arrangements should be made for them to have a large single room or a suite. The latter often makes it possible to use one room as a sitting room and also provides segregation should one of them become ill.

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- (1) Destruction of Rats and Ground Squirrels (Special Bulletin No. 23-1928)
 - (2) Health and Safety Code, Section 16223, 1939.

EMPLOYEES' SLEEPING ROOMS

Single rooms near bath, lavatory and toilet facilities should be provided for the employees. These should be of adequate size and comfort to insure rest. They should be furnished with a comfortable bed, easy chair, rug, table, reading lamp, and so forth, and should serve as an inviting place where the employee may enjoy his hours away from the day's work.

BEDROOM FURNISHINGS

The residents' individual rooms should be as attractive as possible and opportunity should be given the guest to individualize his quarters, since he may live in his room for many years. There are institutions which permit elderly guests to bring with them some of their own furnishings or personal possessions to which they are closely attached. This practice may present complications demanding tactful handling; however, it is to be remembered that those persons sensitive to their surroundings may be made more contented if allowed such privileges.

Beds must be of a type easily kept clean and should be equipped with good springs, clean comfortable mattresses, light-weight, warm bedding and rubber sheeting when necessary. Linens should be changed at least once a week and more often when necessary.

BATH, LAVATORY AND TOILET FACILITIES

There must be a sufficient number of bathrooms and toilets conveniently located throughout the institution to properly serve the residents and staff.

Bath Tubs

Bath tubs should be of medium size with roll rims and a grab bar on the wall within the reach of the bather. A rubber mat in the tub and on the floor tends to reduce the danger of slipping. Stall showers with side sprays are also advisable since there are aged persons who are not able to get in and out of tubs with ease. Bath facilities should be provided at a ratio of one to twenty persons since the type of baths given in such an institution varies according to the individual physical condition of the resident.

Lavatories and Toilets

If there is not a wash basin or toilet for each bedroom, there should be a sufficient number placed in the adjacent lavatories to meet the needs. The ratio of one to eight wash basins would provide greater convenience.

Toilets may be installed either in separate rooms or in cubicles. One or more wash basins should be included. There should be at least one toilet for each seven persons. If urinals are installed the ratio of one to twenty is acceptable.

Additional toilet rooms and wash basins should be provided on the premises for the convenience of visitors.

Employees should have their own toilets and bath facilities, readily accessible to their rooms. They should also have their own toilets in the main part of the institution.

The State Housing Act strictly forbids the construction or use of a toilet opening into a room in which food is cooked or stored.

Closets

All bedrooms should have closet space with ample shelves, clothes racks, and shoe shelves within easy reach. All closets should have provision for ventilation and lighting. Hardware on closet doors should be of a type to prevent persons from being locked in, which is a safeguard for aged persons.

There should be a porter's closet on each floor for the storage of house cleaning equipment. It should contain a hopper and hot and cold water. Due to the usual type of contents in closets such as these, special attention should be given to good ventilation.

Storage closets must be provided for household supplies, crockery, furniture, extra clothing, and so forth. In order that guests may have easy access to their trunks, storage should be readily accessible.

Sewing Rooms

There should be sewing rooms for the needs of the residents as well as the employees. Equipment such as sewing machines, cutting tables, shelves and storage space, long mirror, etc. should be included.

Work Room

Somewhere on the premises there should be provided a suitable work room for the janitor, carpenter or handyman where he may repair furniture or handle other odd tasks which are necessary for the upkeep of the home.

Care of Paints

Since paints and varnishes are frequently fire hazards, space selected for this room should be isolated from the quarters in which the residents are housed.

STANDARD EQUIPMENT

HEATING

All sections of the buildings should be adequately heated in order to maintain a temperature required for the comfort of elderly people. A central, modern heat distributing system can be easily and safely operated. If steam

radiators are provided, the two pipe vacuum return line system will be found more satisfactory as it provides for a better distribution and control of heat.

Stoves and portable heaters are not generally desirable; however, where such are in use and no other system is available, they must be approved and regulated by the local fire inspector pending the installation of a more modern system. Fireplaces add a cheerful note to large living rooms, libraries, and similar rooms, but must have metal screens.

Fuel storage is regulated by fire and housing ordinances.

Boiler Capacity

The boiler capacity should be such as to assure an ample supply of hot water at all times.

LIGHTING

Electric lighting should be carefully planned since adequate and conveniently placed lights add to the comfort of those who spend their leisure hours in reading or other quiet pursuits. Where direct lighting is used, it may be either overhead, side wall, or both. The occupant should be able to reach the light switch easily from his bed or chair. Where indirect lighting is used, it should be supplemented by side brackets and reading lamps.

Halls and infirmaries should have night lights near the floor and exit lights to conform with State and local regulations.

SPECIAL ELECTRIC EQUIPMENT

All electric installations should be made in accordance with local rules or ordinances, or with the provisions of the National Electric Code of the National Board of Fire Underwriters. Convenient electrical outlets should be provided in halls, beside beds, and in various locations throughout the building where necessary.

Radio Connections

Wherever possible each bedroom and public room should be provided with radio connections.

Electric Clocks

Electric clocks should be located in proper places for the convenience of the guests.

Signal System

The signal system must be complete with call bells or lights for use from bedrooms, bathrooms and infirmary, usually at the head of the bed, so that the night nurse may answer the calls.

Telephone System

The telephone system must be adequate for the institution and should have extensions reaching all service departments. Pay stations should be conveniently placed for the use of residents, guests and employees.

Standard Watch Clocks

A watch clock for the night watchman is recommended. This service, properly installed, effects reductions in insurance rates.

DRINKING FOUNTAINS

Drinking fountains should be placed on each floor and outside the building wherever the residents may take their recreation.

CHAPTER VIII.

SANITATION

All institutions must comply with the General Health Laws of California as they affect the plant and program of the institution.⁽¹⁾ In cities and counties there may be other local regulations prescribed by Ordinances to which the institution must conform.

WATER

An adequate water supply of sanitary quality must be available at all times.⁽²⁾ Rural institutions maintaining their own water supply should have periodical supervision by means of the health department of the county in which the institution is located.

SEWAGE DISPOSAL

Procedures as to sewage disposal must meet the regulations of the State, County and/or City Departments of Public Health.⁽³⁾

VENTILATION

Proper ventilation should be maintained, keeping in mind that drafts and sudden temperature changes are unsafe, as well as uncomfortable, for elderly persons.

Should an artificial ventilating system be installed, it must meet the specifications of Chapter 13, Section 1305, of the Uniform Building Code.

HOUSEKEEPING

Housekeeping must meet acceptable standards of cleanliness and orderliness. There should be regular airing of rooms, periodic cleaning and every effort made to prevent and eliminate offensive odors.

LAUNDRIES

A separate building or space in the basement should be equipped with modern machinery for the laundering of household linens, residents' and employees' clothing. Electrical outlets for washing and drying equipment should be installed. Long tables for folding should be available. Adjacent to the laundry should be a sorting room provided with compartments for each resident or department.

A laundry room should also be provided for the use of the residents, should they desire to launder some of their personal clothing. In larger institutions it is preferable to have one on each floor, equipped with shallow

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- (1) State Department of Public Health, General Health Laws.
 - (2) State Department of Public Health, Food Sanitation Act, 1941.
 - (3) State Department of Public Health, Rural Sanitation, Bull. #56, June 1931.

tubs, ironing boards, automatic irons with signal light and metal plates on which to rest the iron. Similar provision may be made for the personal use of the employees in a location easily accessible to their quarters.

Smaller institutions may prefer to send out part or all of their work to a commercial laundry. However, at all times there must be a sufficient supply of blankets and clean table and bed linen in order to meet emergencies.

CHAPTER IX.

NUTRITION

NUTRITIONAL NEEDS OF THE AGED

The difference between the nutritional needs of aged persons and younger, more active adults is primarily quantitative. Since the chief functions of food are to supply energy to the body, promote growth, and repair tissue, it is understandable that the food needs of the aged will diminish somewhat. This natural decrease may not, however, be governed so much by the person's years as by his degree of activity. An energetic old gentleman of eighty who spends his mornings gardening can eat more heartily than the man of sixty who is accustomed to sitting most of the day.

The supply of minerals and vitamins essential for body repair, replacement of tissues, and for resistance to infection and disease, should be maintained. However, the food sources of the minerals and vitamins may need adjustment in a diet for the aged, to softer, more easily digestible foods. Milk and soft-cooked eggs may replace steaks; strained, stewed fruits may replace raw, acid fruits. The reduction in the portion of food consumed will be in energy producing foods, such as meat, sugars, and breads. Over-eating of these foods is responsible for many of the discomforts and dietary diseases familiar to the aged.

THE DAILY DIET

The aged diet is essentially simple since a natural slowing up of body processes lessens the ability to assimilate larger quantities of rich or heavy food. The absence of teeth or dependence on dentures also present a practical problem requiring soft-cooked, simple foods; hence, ample time should be allotted for each meal.

In general, a satisfactory diet for the aged may include the following daily portions:

MILK: One pint to one quart.

EGGS: At least one every other day, plus some used in cooking.

TOMATO OR CITRUS FRUIT JUICE: One serving.

OTHER FRUITS: One serving of soft fresh, or stewed fruit.

VEGETABLES: Two or more servings--one of potatoes, and preferably two of other vegetables.

MEAT OR FISH: One small serving.

CEREAL: One serving.

BREAD: In moderation at every meal--preferably whole wheat variety.

SWEETS AND FATS: In moderate amount. Fried foods and rich pastries should be avoided.

The heaviest meal of the day should be served at noon. A cup of broth, tea, or other hot drink in the later afternoon often lessens fatigue and will undoubtedly be appreciated. Likewise, a hot beverage before retiring often assists the aged in combating insomnia.

PREPARATIONS OF FOOD FOR THE AGED

The absence of teeth, or the dependence on dentures by the aged requires that their foods should be prepared with the problem of mastication in mind. Meats must be tender, well cut up, finely scraped, or minced. Cereals and other starch foods should be well-cooked. Vegetables should be thoroughly cooked and may be put through a sieve and served as puree or soup. Raw vegetables should be served only in limited quantity and minced or grated. Fruit juices are desirable. Some fruits should be stewed. Only soft well-ripened raw fruits should be offered. The banana, available the year around, is excellent and well-liked.

Simple cooking is best, avoiding excessive use of fats and seasonings. Creamed dishes and souffles are desirable. Eggs should not be fried, but soft-boiled, poached, coddled, or scrambled. Desserts should be in the form of simple milk puddings, gelatins, custards, or plain cakes. Beverages, in addition to tea and coffee—which are satisfactory in moderation—may include hot milk, malted milk, weak cocoa, or bouillon. Carefully prepared soups are a splendid source of needed nourishment and are appealing to the appetite as well.

In general, hot or warm foods are welcome since the slowing circulation frequently causes a chilly discomfort.

SERVING FOOD TO THE AGED

It is important that those persons in charge of food service and dining room have an understanding of the problems which accompany feeding aged. Many suffer from undernutrition through a certain perverseness of appetite—such as those who would subsist on tea and toast. Others limit their selections of food because of faulty advice or inherent fear of certain foods, and many consistently overeat. The idiosyncrasies of the aged must receive the tactful consideration of the staff, who, at the same time, will encourage steps toward acceptance of a more nutritious diet.

The chief way to accomplish this is in good cooking and attractive service of the proper foods. Since most institutions must economize, it is particularly important that the inexpensive foods be tastily prepared. The dining room should be as attractive as possible and the meal hour made a time to be anticipated by the elderly, both for pleasures of eating and sociability. If plate service is used, a sample plate should be made up with thought to attractive arrangement before serving the meal. Garnishes are pleasing and

tempting to the appetite. One bright colored food may rescue a dull meal. For those who would overeat, small portions may look better on a large lettuce leaf.

Menus should not be repeated so frequently that persons will know what is to be served on a given day. Small surprises in a menu give a lift to lagging appetites. Always the menus should be planned with the season, the temperature, and the tastes of the persons in mind. Racial and religious groups should receive consideration for their food preferences.

SPECIAL DIETS

Certain diseases will require special food and food preparation. All special diets should be under the direction of a physician.

CHAPTER X.

MEDICAL SERVICES

It is now recognized that geriatrics (the care of aging mankind) is a branch of medical science which is considered as important in the span of life as pediatrics (the care of diseases of children) and is receiving more attention than ever before. The recognition of this science has offered great opportunities for investigation and has brought about some interesting results with the hope that through better care and understanding of older people more of the hazards and discomforts of old age may be reduced. There can be no more promising place in this field for carrying on such demonstration than in institutions for aged that have well established medical and nursing services.

"Preventive medicine has made great strides in conquering diseases that originate outside the body--the infectious diseases. However, in the diagnosis and treatment of the diseases that originate within the body--the degenerative diseases--there are tremendous fields that remain to be explored. Most of the maladies that affect old people are degenerative diseases but it is important to realize that in this connection, because a disease occurs in an older man or woman, it is not inherently a disease of old age. Many of these conditions originate early in life and manifest themselves only in the later decades."⁽¹⁾

These realizations of approaching physical infirmities are frequently the fundamental reasons for requests for entrance into an institution. However, generally homes for aged do not accept persons seriously incapacitated nor the chronic sick, but rather those who are at least ambulatory, even though they may have some handicap. These physical needs require services which demand a wide range of special resources which must be developed and made available so that no neglect can occur. Therefore, it becomes the duty of the Board of Directors of such a home to provide a well organized medical service and make sure that its resources are available at all times. This requires foresight and skilled leadership and advice should be sought from a panel of interested professional persons who have had experience in this field and who are also interested in the success of the institution.

Medical services in the past have often been given as a gratuity. Whenever possible they should be arranged on a contractual routine basis. Professional persons on the regular staff, such as the visiting doctor, dentist, eye physician, etc., should be compensated monthly. Intermittent professional services may be procured by selected persons who are willing to call only when their specific skills are required and should be remunerated according to the amount of service given. The establishment of such a program may demand services at nearby hospitals, clinics, and other agencies. Although the means for selecting the range of services may be varied and difficult to obtain, it is important that such be developed.

(1) "Physical Illnesses and Mental Attitudes of Old People" by Doctor Frederick D. Zeman, Attending Physician, The Home for Aged and Infirm Hebrews of New York.

MEDICAL PROGRAM

Prior to admission there should be a careful routine medical examination of the applicant whereby information may be compiled regarding retrogressive changes which have taken place. At this time it should be determined whether or not the physical and mental condition of the person is such that he will adjust acceptably to the program of the home and the other guests. It is also at this period that it should be carefully determined whether or not the entrance to an institution is the best solution or whether or not some other plan would prove more beneficial.

After a guest's admission, when illness occurs, it is the institution's responsibility to see that his medical and nursing needs are met. Some guests have their own physician and can pay for their personal medical services, but in general the obligation for selection of a physician for the type of service necessary falls upon the institution. Therefore, it seems advisable that the board should select a medical director who would be responsible for the medical program, making routine visits and plans for individual care.

The following are services listed as essential:

1. Complete physical examination of each guest prior to admission. Each person should be thoroughly studied and his condition evaluated on its own merits. Psychiatric or psychometric examinations when indicated.
2. Findings of all examinations recorded on a form devised for this purpose.
3. Remedial defects corrected as soon as possible.
4. Laboratory examinations for any diagnostic aid where indicated.
5. Periodic physical examinations should be made and recorded.

An individual medical file should be kept for each resident wherein a running record is maintained regarding his physical history and subsequent illnesses.

I N F I R M A R Y C A R E

There is a wide range in the type and extent of hospital and infirmary care offered in institutions for aged. Those homes which have many single rooms may also have space designated and equipped for infirmary service. As previously stated, in these, unless an aged person becomes too ill it is considered better practice to permit him to remain in his own room so that he may not become confused or unhappy by removal. The fact that he may be moved to separate quarters creates anxiety and perhaps fear that he is gravely ill. Therefore, when possible, his mental attitude should be considered and nursing care administered in his own room.

In the larger institutions special sections for hospital or infirmary care should be established either in a separate building or in the main building. These quarters should be adequate in size and in proportion to the enrollment. There should be light, sun and proper ventilation. However this is arranged, there should be provision for some single rooms, and always a room available for the very ill who may have no chance for recovery. Where possible it is best that no special room be selected lest it carry depressing associations to the patient. If wards are used, it is recommended that not more than four persons be accommodated and when possible it is advisable to have "built-in" cubicles for privacy and segregation. Where larger wards are already established, adjustable curtains around the bed should provide screening. These quarters should also provide such units as the doctor's office, minor surgery, dental room, physiotherapy department or laboratories (if such are maintained) and there should always be ample space for isolation in case of communicable diseases.

There are Homes for Aged which are organized specifically for the care of the chronic sick and the incapacitated. These institutions require standardized medical, nursing, and attendant care as they resemble more closely a hospital. They not only require the special structural features for safety and convenience, but should be designed, particularly, for the sick, disabled and handicapped. These homes frequently include chronics of the younger age who require much of the same scheme of treatment and care. Here it is well to remember that, wherever possible, rooms for these patients should have additional features which make their surroundings as near like a home as possible, for many must remain in those quarters for the remainder of their days. Occupational therapy, planned recreation, and as many other innovations as possible should be included.

INFIRMARY EQUIPMENT

Some larger institutions maintain well equipped surgeries, laboratories, facilities for orthopedic care including diathermy, X-Ray service, et cetera. The physiotherapy department should be equipped with all modern devices that can be afforded. Diathermy gives much comfort to aged cases who are the victims of joint illnesses. Laboratories should have facilities for blood counts, smears, urinalysis and other such simple procedures for the use of the medical staff. X-Ray services are very useful in a home for aged and may be provided according to the size of the institution. Portable X-Rays are sometimes furnished, but where many patients are cared for, fixed equipment is desirable. The X-Ray room should have dark shades and a nearby dark room for developing negatives. Hence, compliance with fire prevention regulations is mandatory

The infirmary wards or rooms should be equipped with hospital beds, bedside tables, commodes with arms, et cetera. Electrical outlets should be installed near each bed for reading lamps, heating pads, radios, et cetera. There must be an ample supply of bedside and nursing equipment such as basins, pitchers, bedpans, urinals, rubber sheeting, hot water bottles, book rests, trays, and such other equipment as is required for care and comfort of sick or invalid guests.

An autoclave sterilizer should be provided for dressings, etc.; also suitable containers for sterilization of instruments and other surgical equipment.

Sterilization facilities for bedside articles should be installed in a utility room to prevent transmission of infections. Bedpans and other toilet vessels should be kept painted or enameled to insure a sanitary condition. No bedpans or other toilet vessels should ever be carried through an infirmery kitchen, pantry or dining room.

INFIRMARY DIET KITCHEN

The infirmery should have an adjoining kitchen in which special diets may be prepared or where food may be received from the main kitchen and kept hot until served. It should contain a refrigerator and such necessary equipment as is required to provide for the dietary needs of the sick during the day and night. An ample supply of dishes and glassware, together with a warming oven for crockery used on the trays, is essential.

INFIRMARY RECORDS

A record file should be established wherein there is recorded the visits made by the various physicians and the name of the patient visited. These should also be noted on the individual patient's record as well as the one for the institution.

There should be a physician's order book, giving the name of the patient, the medication, diet or treatment ordered, the date and the physician's signature.

There should also be a narcotic book, in which is recorded the patient's name, date, name of the drug and dosage, time given and the name of the attending nurse.

Nursing records giving temperature charts, bedside notes and doctor's orders should be kept for all acutely ill cases.

Reports of slight accidents or illnesses of guests or staff should also be recorded. Aside from being informative, this is a protection to the institution or guest should legal questions of responsibility arise.

CONTAGIOUS OR INFECTIOUS DISEASES

Patients suffering from tuberculosis or any other contagious or infectious disease shall not be cared for in an institution for aged. Adults who may be cared for include blind persons, the physically handicapped, the convalescent, chronic invalids and those needing rest and recuperation, if housing and equipment are adequate and if local ordinances do not prohibit such combined care. The State Department of Social Welfare may require exclusion of such cases from any aged institution.

SENILITY

For purposes of care in Institutions and Homes for the Aged the distinction between mental illness and the infirmities of age should be determined

on an individual basis by treatment grouping and social adaptability. The senility manifested in loss of memory, mild disorientation and other mild symptoms may not disqualify the patient for participation in the group life of the aged who are infirm and sedentary, if the senile person has no unattractive or repulsive habits or moods. The same degree of care and attendance may be needed for an infirm normal aged person as for a senile patient of good personality and mild symptoms. The senile aged who suffer mental confusion due to changes incident to old age are not able to safeguard their health or choose food, exercise and rest. In all such cases a physician should be consulted and asked to give written instructions.

No form of restraint shall be used in caring for any senile aged person. Likewise, no person shall be given sedatives in lieu of restraint. The use of any appliance to confine a patient to a bed or chair or to deprive him of the use of his arms, hands, or feet is strictly forbidden and may be cause for denial or revocation of license. A staff member should be available to look after such a patient at all times or the patient should be transferred from the Home. It is permissible to enclose a roomy yard or garden for the safety of the aged who might wander into traffic or become lost, but such enclosure must not appear to be a pen or prison, and must be provided with comfortable chairs or other resting places. The senile aged must be treated with respect, their peculiarities should not be discussed, and kindly persuasion without argument should be used to guide their activities. Inconsiderate treatment is painful and injurious to them, increasing their confusion through anxiety.

No aged person or patient shall be locked into his bedroom by day or night. With special permission from the Department of Social Welfare or its inspection agency, a lightly attached hook to prevent senile guests from wandering out of the room may be used if it is so attached that the door can be readily pulled open from either side in case of emergency. The master key to all rooms locked on the inside by guests should be kept where any staff member can readily find it in emergency. Windows shall not be barred or closed by any screen heavier than ordinary fly screening. Patients needing protection from escape belong in a home licensed and supervised by the State Department of Institutions.

ALCOHOLICS, DRUG ADDICTS, ETC.

Alcoholics, drug addicts, insane or epileptic patients of any age shall not be cared for in an institution for aged. License for their care must be obtained from the State Department of Institutions at Sacramento.⁽¹⁾

CARE OF THE DECEASED

LEGAL RESPONSIBILITY

"Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours,

(1) See Sections 5700-5708, Welfare and Institutions Code.

give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued."⁽¹⁾

At the time of admission to the institution, all signatures, names and addresses of relatives and information regarding the desire of the applicant as to funeral and burial services should be obtained and placed on file. For those who otherwise have no plan, the institution should make provision for interment or cremation.

(1) Welfare and Institutions Code, Sec. 2308.

CHAPTER XI.

NURSING SERVICES

NURSING CARE

Nursing care in Homes for Aged is an integral factor in the success of the medical and health care program--first, because it is essential that the aged guests be made as comfortable as possible in order to maintain good general morale; second, if the study of geriatrics is to be carried on, careful observations and accurate fulfillment of the doctor's directions must be maintained.

Nursing the aged not only calls for the technical skills and experience of trained persons but also necessitates the constant administration of many menial services that require untold patience and understanding. Relatively few persons (including nurses) realize that elderly people require so much interpretation, scientifically, spiritually and socially, and it is important that these analyses be made with sympathy and, oftentimes, sagacity.

Doctor Malford W. Thewlis in his recent book, "Care of the Aged", emphasizes the importance of this by the following quotations:

"Understanding concerning the workings of human nature and the well being of human conduct is the very foundation of clinical wisdom."--Noble.

"Hippocrates stated that 'it was more important to understand the nature of the patient, than the nature of the disease.'"

Registered Nurses

Often in an institution for aged there are opportunities to do more for the aged person than could be done in a private home and by exercising these efforts much can be accomplished to give the residents a good measure of health and happiness. In order to establish this total service registered nurses should be placed in all key positions, since registration is a protective device for a guarantee to professional standards of care. The State Department of Social Welfare does not specify just where registered nurses are to be placed within an institution, but the nursing profession, by an enactment of law, has set regulations for the qualifications of persons who may lawfully administer certain types of nursing service.⁽¹⁾

Trained Attendants

The Trained Attendants' Act provides for a second group of accredited people who may be of service and whose type of duties are also definitely outlined.⁽²⁾

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- (1) Div. II, Chap. 6, Sec. 2700-2830 of Bus. & Prof. Code.--See Appendix p. ix
(2) Div. II, Chap. 10, Sec. 4515-4542 of Bus. & Prof. Code.--See Appendix p. x

Subsidiary Groups

Homes for aged have many persons on their nursing staff who may be termed "practical nurses", "matrons", "nurses aides", etc. This group includes a high proportion of nurses who have either graduated and are not registered according to law, or who may have had some hospital training but are not graduates. These persons are often older women who may have engaged in practical nursing for many years and serve very well by means of their general education and life experience. However, it is essential that such persons make every effort to supplement their nursing experience and education by further reading and study in the newer fields of nursing.

Adequacy of Nursing Staff

The ratio of nurses and aides for the population can be regulated only by a knowledge of the physical and mental condition of the guests. The plant and equipment also have much bearing on the requirements of the staff. It is the duty of those in charge to make sure that all necessary services are administered for the entire 24 hours, to assure protection and nursing care.

Narcotic Enforcement

Attention is called to the Federal and State Narcotic Enforcement Enactment.⁽¹⁾ Institutions must take heed that no irregularities or carelessness takes place concerning the provisions of this statute.

PERSONAL HYGIENE

The nursing service generally includes the responsibility for the personal hygiene of the resident. Standards differ greatly according to the age, health and ability of the guest to care for himself. Some are agile and concerned as to their appearance and cleanliness, while others are not. A resident should not always be held individually responsible for his own condition since he may not be able to wait upon himself easily due to his handicaps or infirmities; therefore the staff of the institution must be ready with necessary equipment to supplement services required. Each resident should possess necessary standard toilet articles. These include brush, comb, tooth or plate brush, a dentrifice, soap, nail file, etc. The institution should be equipped with an ample supply of wash cloths and towels.

Mouth Hygiene

It is essential that older persons clean their teeth as frequently as possible. Dentures should be regularly brushed and if the resident is unable to care for himself, attendants should assume the supervision or task. This is a protection to the gums and indirectly is an important protection to health. A pleasant dentrifice can be made inexpensively.

(1) List of Laws Affecting Institutions for Aged.--See Appendix, Page 1..

Hair

Hair should be combed daily or oftener and shampooed regularly. Oily scalps may be cared for by dry shampoos. Additional aids such as hair dressing, manicuring, etc., add to the morale of the more fastidious and such service should be available if the guest can afford it. A barber should be available and on call for those who can have his care, and for those who cannot, hair cutting should be provided by the institution.

Baths

Careful bathing is an essential feature of nursing care. No general rule or routine can be followed for every resident. The physical condition of each should be well understood by the staff member in attendance and in many instances, the doctor should specify whether a tub, shower, or bed bath should be given. Elderly people should not be left unattended for too long even if they feel capable of bathing alone. The care of the skin requires different treatment for certain individuals and should not be left to the untrained without previous instructions.

Massage

Massage is a great comfort and often can be given by a nurse who has knowledge of its meaning and use. It should never be given by a lay person who has no knowledge of the physical condition of the individual, but when administered under instructions, does much to rest the body and prevent pressure sores.

Care of the Feet

Proper routine care of the feet is another essential. A chiropodist should be available when needed.

Clothing

"Old persons are most susceptible to atmospheric influences. Their body temperature is lowered and the blood supply to the skin is poor, and they are oversensitive to barometric changes. In senescence, (old age) tissue changes are characterized chiefly by waste without sufficient or appropriate repair.

"Since the aged usually complain of cold hands and feet, they should wear warmer clothing than younger persons".⁽¹⁾

Each resident should be supplied with the necessary amount of clothing to permit regular changes. Garments of warm, light-weight material should be provided. In winter, woolen stockings and socks are often helpful in colder climates. All hose should be loose and permit free movement of the toes. Shoes

(1) Malford W. Thewlis, M.D.--"Care of the Aged"--Page 34.

should be well fitted and soft. Rubber or composition heels are often recommended. Routine inspection for cleaning and repair of shoes and other clothing is necessary. Bedroom slippers and robes for night use are essential.

Exercise

Exercise assists greatly in circulatory ailments and is a necessary aid for better health. Aged persons should be watched as to the amount taken and when they do not engage voluntarily in some form of activity, they should be urged to do so. The amount and type should be stipulated by the physician or nurse who has knowledge of the aged person's physical capacity.

Rest and Sleep

Elderly persons should be observed for irregular habits of rest and sleep. To some, time is indefinite; hence, their program for the day should be planned so that a good night's rest may be assured.

CHAPTER XII.

SOCIAL PROGRAM AND SERVICES

Social case work should begin when the aged person makes his first contact with the institution. "If the case work approach means anything, it means that we accept people as they are; that the worth and dignity of the human personality in its own unique terms is our starting place,....."(1)

It is a protection to the individual, as well as the organization, to determine as soon as possible whether or not the applicant can be served best by residence in this particular home, or whether another plan might present factors more suited to his needs. This is also the time for the institution to learn whether or not the applicant is of the type, or in the condition, to become well assimilated with other residents in making up a contented household. It is also here that the correlation of one's physical and social requirements, along with accurate knowledge of his financial situation, should take place; and possibly for clearing and perhaps establishing his proper and happy relations with remaining relatives (should such exist); or with friends who might serve as substitutes for family. All this information should be obtained and presented to the Board, or Admission Committee, for final action.

Aside from the development of social investigation at time of entrance, the case worker should be responsible for all social services (and the recordings) rendered to the residents during their stay in the Home. These should include information on personal problems and reports on dismissals or resignations. The responsibility for obtaining records of vital statistics for all residents should be placed upon the social worker who may be a full time, or part time worker, depending on the size of the institution.

".....Since old people are to be predominant in the world of tomorrow, social work and especially case work must gear its services more closely to the needs of old people. As in any age group they will find strength and weakness, emotional maturity and immaturity, capacity for significant living and incapacity. The challenge to the case worker is whether she can help the old person to experience the last of life not as decay but as fulfilment; to surrender willingly what has gone because what is left retains its meaning and value."(1)

OCCUPATIONS AND OCCUPATIONAL THERAPY

"Employment is nature's best physician and essential to human happiness."--Galen--
(Greek Philosopher) 172 A.D.

(1) Excerpt from Elizabeth H. Dexter's article appearing in the Reprint from THE FAMILY, October, 1939, entitled "New Concepts in Case Work Practice with the Aged".

Occupations

Interesting and suitable occupations for elderly persons are as fundamental to their well being as food, raiment or physical care, and should, therefore, be given relative consideration. Older people should be permitted to do useful work as long as they are able to do so comfortably and at the same time receive enjoyment out of the results of their efforts. This helps to continue their self respect and also tends to reduce the sensitiveness of old age.

If the fulfillment of allotted duties is a regulation of the institution, the residents should be so informed before their admission plans are consummated to prevent any misunderstanding. Otherwise, it is well to give the resident the opportunity to offer service rather than to impose duties upon him. It should always be remembered that the objective should be the benefit to the individual rather than the services to the institution. It is also essential that whenever possible some recompense should be forthcoming, as a little extra "pin money" often adds "spice" to a possibly uneventful existence.

Should such a practice not be in use, and the institution is one which caters chiefly to those who are financially comfortable, the residents should be encouraged to select occupations which are in accord with their background and capabilities. Many elderly persons have lived busy and useful lives but after entrance to the institution find themselves unprepared for the passing of pleasant hours due to their failure in developing interests and hobbies which might prove enjoyable later.

Sometimes the most satisfying occupation is the development of one's hobby to an even fuller extent. This occasionally leads to a source of income which permits the resident to enjoy more independence. Many valuable skills of long ago are dormant in those who are not senile and hence should be brought out and made to function when possible--but, perhaps in a more modern mode. For these people, shops and studios for creative work often prove of value.

Residents who have had experience in gardening may get personal joy in cultivating flowers, fruits or vegetables for the home. Those who have been craftsmen may engage in constructing simple furniture, such as porch chairs, settees, tables, toys or in re-upholstering furniture. Former dressmakers often revive their skills in assisting other residents in designing and making clothing, (cooperative service). Letter writing on the part of one member may be an interchange for another who is apt in mending or other needle work.

Occupational Therapy

Occupational therapy has been recognized and put into use since 1815, and its study and development has continued to the present day. World War Number One projected its use nationally and since that time its field of technique has become so greatly enriched that it serves all ages and types of handicapped persons. "Physically, its function is to increase muscle strength and joint motion as well as to improve general bodily health. Mentally, its

function is to supply as nearly as possible, normal activity through avocational projects and prevocational studies and training.⁽¹⁾

RECREATION

"Certain facts about the aged serve to give special significance to the subject of their recreational needs.

- First: That their numbers show a progressive rise in proportion to the general population.
- Second: That because of severely limited employment opportunities and because of the effects of certain social practices, (Public Assistance Programs) the aged tend to be a predominantly leisure group.
- Third: That because of the special physical, psychological and social characteristics related to their age, their physical and mental activity is reduced, their social lives narrowed, and their satisfaction diminished. A stimulating, pleasure giving, socially enriching recreational program, therefore, becomes of particular importance."⁽²⁾

Since an Institution for Aged must serve as a Home and not merely a place providing custodial care, it should be one in which social activity is offered the residents in as normal an environment as possible. Experience has shown that recreational and cultural activity on the part of older persons is more constructive and of more benefit psychologically than passive entertainment and serves as a better means of revitalizing old age.

It therefore becomes the duty of the Board or Superintendent to select a committee which should be comprised of Board Members, staff, and representation from the residents, who will jointly stimulate a program within their midst which will be a continuing one. All activity should be voluntary and in keeping with the physical conditions, wishes, talents, inclinations and former experiences of the individual. Clues to the selection for such a course may be found by learning what each guest "is", "was" or "used to be" or what has been a former recreation or hobby through which he became "identified" or "important" or, by which he was able to exert himself to the limit of his capability.⁽³⁾

The staff should encourage companionship between men and women residents. It should be kept in mind that what pleases one group may never suit another. Therefore, all programs should be flexible. Group activity has been found to be more valuable than solitary pursuits; hence, celebrations, birthdays or special holidays offer gayety and cheer. Community singing is successful

(1) Modern Therapy-Hygeia-P. 342. April, 1939.

(2) "Recreation for the Aged" by Morris Chase--THE FAMILY, November, 1938

(3) The Place of the Aged in the Community" by Dr. Charles A. Hogan.
(Paper read at California Conference of Social Work in 1940).

as a means of self-expression and often dormant talents in music or dramatics may be brought out. The formation of literary groups, current events, sewing circles and card clubs also offer real interest and recreation. Picnic excursions and short rides adapted to the physical condition of the group, bring outdoor life and a change of scenery. Continuation of membership in any association in which the resident formerly was active should be encouraged.

Those who are "hale and hearty" should be encouraged to keep "lively". This calls for community planning which would draw and hold that particular type and if properly guided, these persons may become useful within the community and through this means may make contributions out of their own past experiences.

For those who are less active, but non-senile, a program must be outlined that gives them interest and adds to their contentment. They, too, have been accustomed to a schedule of activities and are among those who have "been wanted" in church groups, clubs, and have attended family and other social gatherings. These people would miss the social "roles" that they enjoyed, were a substitute not furnished them.

To those who are incapacitated or bedridden, or who, for some reason, may seldom leave the institution, special consideration should be given. Library service should be made available so that a variety of reading matter is furnished and exchanged frequently. Although this class has much leisure time in which to read, comparatively few have the opportunity to discuss their reading with others. Here, as well as through other services, volunteers may be secured to give book reviews and lead discussions, or may plan the use of games which may arouse new interests. Knitting and sewing projects (particularly if sponsored by a community or public cause) tend to make each one feel that he has a part, no matter how small, in the worthwhile things that are being accomplished. An easily handled radio should be within their reach with a copy of programs.

Motion pictures may be obtained from many sources and should be shown at intervals for the benefit of those who are unable to leave the house. Travel bureaus, public utilities such as light and power companies, bus lines, etc., may be contacted for films, which they are glad to lend as a public service.

RELIGIOUS SERVICES

There exists in almost every family some tradition--if nothing more--of religious affiliation. Whatever this may prove to be, an opportunity should be offered every resident of an institution for aged to establish a contact with the church of the religion of his family, should he so desire. Many persons receive contentment and solace through religious devotions and because of its helpfulness, the institution should make sure that the privilege of this service is made available. Those who already have church affiliations should be encouraged to attend when able; and when disabled, the church should be consulted and affiliation enlisted if the resident is interested. This may be made possible through the efforts of the clergy direct, or through church members who are interested in visiting the institution. Some churches are glad

CHAPTER XIII.

REGISTER - RECORDS - REPORTS - INSTITUTIONAL RULES and REGULATIONS

Attention is called to Section 2307 - Welfare and Institutions Code:

"Register. 2307. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for:

- (a) Name
- (b) Last previous address
- (c) Age
- (d) Nearest of kin
- (e) Mother's maiden name
- (f) The person responsible for his care and maintenance
- (g) Such other data as the State Department of Social Welfare requires."

Records:

Records should contain the following information:

Last address
Occupation
Religion
Marital Status
Citizenship in United States of America and State
Date of Entrance
Name of Spouse
Names and Addresses of Relatives and Friends

Assets - Owned or transferred
Name of Executor of Will
Amount of Fee Monthly Life Care
Recipient of Old Age Security Blind Aid
Reason for leaving other than death Date
Name and Address of Person to be notified in
 Case of Serious Illness or Death
Date of Death
Disposition of Remains

REPORTS:

Finance:

An accounting system must be maintained which will permit the Institution to know at all times the amount of income, sources from which derived, operating costs and value of property, buildings, equipment and investments.

Medical:

Reports of physical findings at time of admission

Subsequent reports of health after admission

Social Case Work:

Application blank and Social History at time of entrance:

Staff:

Name

Date of Employment

Social Security Number

Record of Previous Employment Credentials Etc.

Date of Leaving

Remarks on Character and Service Rendered

INSTITUTION'S RULES AND REGULATIONS

The Institution's rules and regulations should be designed to protect the resident and to provide the best ways and means of assuring comfort and happiness to the largest number. They should be simple, flexible and chiefly aimed to the conduct of, and services of the guests. They should provide only such restrictions as will prevent interference with the orderly and businesslike management of the Home.

Identification

Each resident should be furnished with suitable identification to carry on his person in accordance with present war time regulations. It would be advisable to keep a duplicate list of the enrollment in the office as well as with the authorities handling defense, in case of disaster, assistance could be given for identification.

Some institutions find it very desirable to have on file photographs of residents taken at the time of entrance.

INDEX OF GENERAL LAWS AFFECTING INSTITUTIONS FOR AGED

<u>SOURCE</u>	<u>CITATION</u>	<u>SUBJECT - Title of Act</u>	<u>ENFORCING AGENCIES</u>
Business and Professions Code	Division II Chapter 5	Violations re: Medical Practice	Board of Medical Examiners, Department of Professional and Vocational Standards
Business and Professions Code	Division II Chapter 6	Nursing Practice Act	State Board of Nursing Examiners
Business and Professions Code	Division II Chapter 10	Trained Attendant's Act	State Department of Public Health
Dearing's General Laws	Act 8780 d Sections 7g & k	Unemployment Insurance Act	State Department of Employment
Health and Safety Code	Division V	Sanitation	State Department of Public Health
Health and Safety Code	Division X Sec. 11000 to 11999	Control of Narcotics in Homes and Institutions	State Division Narcotic Enforcement
Health and Safety Code	Division XII Part 2 Chapter 1	State Fire Marshal Duties	State Fire Marshal
Health and Safety Code	Division XIII	State Housing Act	Immigration and Housing Commission
Health and Safety Code	Division XX Chapter 2	Tanks and Boilers	Industrial Accident Commission
Labor Code	Division II Part 4	Women and Minors	Industrial Welfare Commission and Division of Labor Statistics and Law Enforcement
Labor Code	Division IV	Workmen's Compensation and Insurance	Industrial Accident Commission
U. S. Treasury Dept., Bureau of Narcotics	Regulation No. 5	Harrison Narcotic Law Act of 12-17-41 as Amended	Federal Narcotic Control
Welfare and Institutions Code	Division III Chapters II & III	Institutions & Boarding Homes for Aged Persons; supervision of life care contracts	State Department of Social Welfare

EXTRACT FROM WELFARE AND INSTITUTIONS CODE

DIVISION 3, AGED PERSONS

Chapter 2, Institutions and Boarding Homes for Aged Persons

2300 No persons, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person.

2301 The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

2302 The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the department.

2303 A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

2304 Application for renewal of a permit or license shall be filed ten days prior to its expiration. If such application is not so filed, such license or permit is automatically canceled.

2305 Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. Written notice of the time and place of such hearing and of the charges made against the holder of the permit or license shall be duly served on him not less than ten days prior to the time fixed for such hearing.

2306 No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 2300, nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service.

2307 Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for:

- (a) Name
- (b) Last previous address
- (c) Age
- (d) Nearest of kin
- (e) Mother's maiden name
- (f) The person responsible for his care and maintenance
- (g) Such other data as the State Department of Social Welfare requires

2308 Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

2309 Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place, or performance of any service specified in Section 2300 of the code, without first having secured a license or permit therefor, in writing, or refuses to permit or interferes with the inspection authorized in Section 2301 of this code, is guilty of a misdemeanor.

2310 The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

Chapter 3, Supervision of Life Care Contracts

~~2350 Any charitable, religious, benevolent, or educational organization, or any organization maintaining a home for the aged for pecuniary profit, being duly incorporated under the laws of the State of California, may receive transfers of property conditioned upon their agreement to furnish life care (which may include the cash payment of incidental expense as allowed by the State Department of Social Welfare) to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare, provided such organization has received a written license or permit pursuant to Chapter 2 of this division.~~

~~2351 Upon granting the certificate of authority to receive transfers of property, the State Department of Social Welfare shall require the organization to establish and maintain a reserve fund in accordance with the standard set up in Chapter 12 of Part 2 of Division 2 of the Insurance Code.~~

- 2351 Such reserve funds shall be invested only in such securities as are permitted for the investment of funds of savings banks of California, which securities shall be placed in trust with a corporation authorized by the laws of the State of California to conduct therein a general trust business.
- 2352 The State Department of Social Welfare may require the filing with the department of a copy of any agreement entered into between the certificate holder and the transferor, by every organization holding a certificate of authority to receive transfers under this chapter.
- 2353 The life care agreement must show:
- (a) The value of the property transferred
 - (b) The amount of care agreed to be furnished to the transferor or his nominee
 - (c) The manner in which the care is to be furnished
 - (d) The reasonably commensurate value, as of the date of the agreement, of the benefits thereby created.
- The value set shall conform with the provisions of Chapter 12 of Part 2 of Division 2 of the Insurance Code.
- 2354 The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or organization specified in Section 2350 in order that the rights of aged persons may be protected. The department may, by any member or any duly authorized representative, inspect and examine any such institution, home or place, books and records of the performance of any service required pursuant to the agreement.
- 2355 A certificate of authority issued by the State Department of Social Welfare shall expire twelve months from its date of issuance, and application for renewal of same shall be filed ten days prior to its expiration.
- 2356 Certificates of authority may be revoked for cause after a hearing before the State Social Welfare Board. Written notice of the time and place of such hearing and of the charges made against the holder of the certificate of authority shall be duly served on him not less than ten days prior to the time fixed for such hearing.
- 2357 For the failure of any organization or person to establish and maintain a reserve fund as provided in this chapter, the State Department of Social Welfare shall, after due notice, revoke its certificate of authority. The department may request the Insurance Commissioner and the Division of Insurance of the Department of Investment to aid in the determination as to whether or not a sufficient reserve fund is established and maintained.
- 2358 No certificate of authority shall be transferred. Neither the terms of the agreement, nor the place of performance specified in any agreement, shall be changed without the written consent of the State Department of Social Welfare.

2359 Any person, association, or corporation that maintains, enters into,
or, as manager or officer or in any other administrative capacity,
assists in maintaining or entering into any agreement providing for transfer
of property, conditioned upon an agreement to furnish life care to the trans-
feror or his nominee, without first having secured a certificate of authority
therefor in writing, or refuses to permit or interferes with the inspection
authorized in this chapter, is guilty of a misdemeanor.

2360 The district attorney of every county shall, upon application by the
State Department of Social Welfare or its authorized representatives,
institute and conduct the prosecution of any action brought for the violation
within his county of any of the provisions of this chapter.

(Chap. 275, Stats. 1939, effective 9-19-39)

CIVIL CODE OF CALIFORNIA

General Nonprofit Corporation Law

ARTICLE I

Sec. 593 Formation and Purposes. A nonprofit corporation may be formed by any number of persons, not less than three, for any lawful purposes such as religious, charitable, social, educational, recreational, cemetery or for rendering services, which do not contemplate the distribution of gains, profits or dividends to the members thereof, and for which individuals lawfully may associate themselves, subject to laws and regulations applicable to particular classes of nonprofit corporations or lines of activity. The carrying on of business at a profit incidental to the main purposes of the corporation and the distribution of assets to members on dissolution shall not be deemed forbidden to nonprofit corporations. (Added by Stats. 1931, p. 1847)

The act adopting the Nonprofit Corporation Law also contained the following provision:

"2. Saving clause. The revision shall not affect the existence of any corporation heretofore formed, nor take away or impair any cause of action now existing against any corporation, its members, directors or officers, for any liability incurred prior to the time this act goes into effect.

"Construction. In so far as this act does not add to, take from or alter any of the provisions of the title hereby revised it shall be construed as a continuation of such provisions.

"Section headings herein contained shall not be taken to govern or limit the scope or meaning of the sections of this title."

Annotation: See 3 Cal. Jur. 363; 22 Cal. Jur. 777; 23 R.C.L. 419; 25 R.C.L. 44.

Legislation 593. Enacted March 21, 1872; based on Stats. 1869-70, pp. 46, 402, 1. Amended by Code Amdts. 1880, p. 6. By Stats. 1901, p. 381 (unconstitutional. See note to 4 ante); Stats. 1905, p. 113, Stats. 1907 p. 579; Stats. 1911, pp. 77, 1434; Stats. 1929, p. 1279. Repealed Stats. 1931, p. 1847. Added by Stats. 1931, p. 1847.

Sec. 606 Nonprofit Corporations for Charitable and Eleemosynary Purposes. Twenty-five or more persons may organize a nonprofit corporation for the purpose of receiving, acquiring, holding, managing, administering and expending property and funds for charitable and eleemosynary purposes, including the assistance and support of charitable and eleemosynary institutions, associations and undertakings.

POWERS. Such corporation shall, as an incident of its purpose and without any necessity for expressing the same in its articles of incorporation, have the following powers which it may exercise in full measure without the necessity of obtaining any order of court of authorization, approval or confirmation:

1. Trustee. To act as trustee under charitable and eleemosynary trusts, receiving, holding, managing, administering and expending property and funds in accordance with the respective trusts upon which the same are acquired and held.
2. Receipt, management, etc., of property. To receive, hold, manage, administer and expend property and funds upon the general charitable and eleemosynary trust that the same, either as to principal or income or both, shall be applied to the assistance and support of such charitable or eleemosynary institutions or objects, and at such times and to such extent as the corporation may in its judgment deem most conducive to the public welfare. No bequest, devise, gift or transfer of property or funds to such corporation for a charitable or eleemosynary purpose shall be invalid because of indefiniteness or uncertainty as to the purposes of the beneficiaries thereof, but, to the extent to which such indefiniteness or uncertainty exists, the same shall be resolved by the corporation in the manner which, in its judgment, is most consonant with the purpose of the donor and most conducive to the public welfare.
3. Taking property for charitable purposes. Subject to the provisions of Section 1313 of the Civil Code, to take property and funds by will, gift or otherwise and with or without specification of any charitable or eleemosynary purpose, but in case no charitable or eleemosynary purpose is specified, the property or funds so received shall, nevertheless, be held upon the trust that the same shall be used for charitable and eleemosynary purposes. Such corporation shall not have the power to take or hold property or funds for any purpose other than a charitable or eleemosynary one.
4. Property in own name. To hold, in its own name and right, real and personal property of every nature and description without limitation as to extent, character or amount, and with all the powers of control, management, investment, change and disposal incident to the absolute ownership of property or funds by a private person, subject only to the terms of particular trusts and to the general trust that all its properties and funds shall be held for charitable and eleemosynary purposes.
5. Borrowing money. To borrow money, either upon or without security, giving such promissory notes or other evidences of indebtedness and such pledges, mortgages or other instruments of hypothecation as it may be advised.
6. Officers and agents. To appoint and pay officers and agents to conduct and administer the affairs of the corporation, but no member of the board of trustees shall receive any compensation.
7. By-laws. To adopt by-laws prescribing the duties of the officers and agents of the corporation, the detail of its organization, the time and manner of its meetings, and any and all detail incident to its organization and the efficient conduct and management of its affairs.
8. Powers of natural person. To do any and all things which a natural person might do necessary or desirable for the general purpose for which the corporation is organized.

Board of Trustees. The exercise of the powers of the corporation, with the right to delegate to the officers and agents the performance of duties and the exercise of powers, shall be vested in a board of trustees of not less than nine nor more than twenty-five persons; provided, that the articles of incorporation may prescribe that the matter of controlling, managing, investing and disposing of the property of the corporation for the purpose of earning an income therefrom, as distinguished from the matter of applying property and funds to charitable and eleemosynary purposes, shall be exclusively in a finance committee consisting of not less than three members of the board, designated or appointed in some particular manner; and provided, also, that the matter of controlling, managing, investing and disposing of the property of the corporation for the purpose of earning an income therefrom may be delegated either in whole or in part to one or more trust companies or banks duly authorized to conduct a trust or banking business in this state.

Trustees, how chosen. The articles of incorporation shall specify how the trustees shall be chosen and their terms of office, which shall not exceed six years. It shall be permissible that some or all of the trustees be chosen by specified associations or corporations or by those who are officers thereof and by public officials. As the articles of incorporation may prescribe, the board of trustees may constitute the corporation, or the corporation may have a membership distinct from the board of trustees. In the latter case the by-laws shall prescribe the terms and qualifications of membership.

Examination by State. The corporation shall be subject at all times to examination on behalf of the state to ascertain the condition of its affairs and to what extent, if at all, it may fail to comply with trusts which it has assumed or may depart from the general purpose for which it is formed. Such right of examination shall pertain ex officio to the attorney general. In case of any such failure or departure the attorney general shall institute, in the name of the state, the proceedings necessary to correct the same. Except as specifically approved by the attorney general there shall be no accumulation of income by such corporation for a period longer than five years.

The expenses of the corporation may be apportioned to the extent necessary against the various trust funds and property held by it, in the manner which seems just and equitable to the corporation, and the meeting of such expenses shall be deemed a charitable or eleemosynary purpose.

Articles of incorporation. The articles of incorporation of each such corporation shall set forth:

- (a) Its name;
- (b) That it is a nonprofit corporation organized solely for general charitable and eleemosynary purposes under Section 606 of the Civil Code of California;
- (c) The county in this state where the principal office for the transaction of the business of the corporation is to be located;
- (d) The number of trustees, their terms of office and how they are to be chosen;
- (e) The names and residences of the members of the first board of trustees;
- (f) Any other matter which it is provided herein may or should be set out in the articles of incorporation. (Added by Stats. 1931, p. 1855)

THE NURSING PRACTICE ACT

Business and Professions Code
Div. II, Chap. 6
September 19, 1939

2725 The practice of nursing within the meaning of this chapter is the performing of professional services requiring technical skills and specific knowledge based on the principles of scientific medicine, such as are acquired by means of a prescribed course in an accredited school of nursing as defined herein, and practiced in conjunction with curative or preventive medicine as prescribed by a licensed physician and the application of such nursing procedures as involve understanding cause and effect in order to safeguard life and health of a patient and others.

A professional nurse, within the meaning of this chapter, is a person who has met all the legal requirements for licensing as a registered nurse in the State and who for compensation or personal profit engages in nursing as the same is hereinabove defined.

2726 This chapter confers no authority to practice medicine or surgery or to undertake the prevention, treatment or cure of disease, pain, injury, deformity, or mental or physical condition in violation of any provision of law.

2727 This chapter does not prohibit:

- (a) Gratuitous nursing of the sick by friends or members of the family.
- (b) Incidental care of the sick by domestic servants or by persons primarily employed as housekeepers as long as they do not practice nursing within the meaning of this chapter.
- (c) Domestic administration of family remedies by any person.
- (d) Nursing services in case of an emergency.
- (e) The performance by any person of such duties as are required in the physical care of a patient and/or carrying out medical orders prescribed by a licensed physician; provided, such person shall not in any way assume to practice as a professional, registered, graduate or trained nurse.

2732 No person shall practice nursing as the same is herein defined without a license issued under this chapter except as in this act provided.

Every licensee may be known as a registered nurse and may place the letters "R.N." after his name.

The Trained Attendants' Act

Business and Professions Code
Division II, Chapter 10

September 19, 1939.

4515 Any person applying for the certificate as trained attendant shall be at least eighteen years of age and of good moral character.

4516 He shall have had not less than one year's practical experience in the care of the sick in a reputable hospital or sanatorium, connected with a school for trained attendants, and systematic instruction in the following subjects: Anatomy and physiology, hygiene, diet for the sick, nursing care of the sick, including children and the aged, and obstetrics.

4517 All applicants for certificates as trained attendants shall be required to pass an examination. The examination shall be practical in character and designed to ascertain the applicant's fitness to practice his calling.

4518 It shall be conducted by a committee of three examiners appointed by the department and under such rules and regulations as the department may prescribe. It shall be held at least every six months and due notice of the examination shall be published in not less than three daily papers of the State.

4519 The subjects on which applicants shall be examined are elementary anatomy and physiology, hygiene, diet for the sick, nursing methods in the care of the sick, including children and aged people, and obstetrics. The department shall issue a certificate to each applicant successfully passing this examination.

4520 All persons who have received certificates in accordance with the provisions of this chapter shall be known and styled as trained attendants and may use the words "trained attendant" after their names.

Article 3. Revocation of Certificates

4530 The department may revoke a certificate issued to any person for gross incompetency, dishonesty, addiction to the use of alcohol or narcotic drugs, or for any habit rendering him unsafe or unfit to care for the sick. Before revocation, notice of the charges shall be sent to the defendant with opportunity to appear in his own defense.

Article 4. Offenses Against the Chapter

4540 Any person violating any of the provisions of this chapter is guilty of a misdemeanor and shall, upon conviction, be liable to a fine of not less than ten dollars nor more than one hundred dollars for the first offense, and not less than twenty dollars nor more than two hundred dollars for each subsequent offense.

4541 Any person who willfully makes any false representation or who impersonates any other person or permits or aids in any manner any person to impersonate him in connection with any examination or application, is guilty of a misdemeanor.

4542 Unless authorized by this chapter, it is unlawful for any person to advertise as, or assume the title of trained attendant, or to use after his name the words "trained attendant" or any other words, letters or figures to indicate that the person using the same is a trained attendant, or to impersonate in any manner or pretend to be a trained attendant.

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(14)

Earl Warren
Governor

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BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
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Sacramento 14
May 21, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

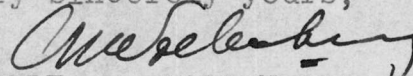
Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

Department Bulletin No. 209
Department Bulletin No. 234-A
Department Bulletin No. 239 (CWS)
Department Bulletin No. 240 (ANC)
Department Bulletin No. 242 (Selective Service)
Department Bulletin No. 244 (ANC)
Department Bulletin No. 245 (WS)
Department Bulletin No. 246 (WS)
Department Bulletin No. 247 (Gen)
Department Bulletin No. 248 (WS)
Department Bulletin No. 251 (WS)

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

366-55
1945 MAY 23 AM 9 11

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Enclosure

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENSBERG
DIRECTOR

Sacramento
March 26, 1943

*Copy sent to R.V. Jordan
to look over*

DEPARTMENT BULLETIN NO. 209

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to Needy Children
Standards of Adequate Care;
Income;
Determination of Need and Amount
of the Grant;
Adjustments in Grants.

With the issuance of this bulletin, which includes rulings and policies previously released, Department Bulletins 108, 112, 113-A, 113-B, 113-C, 118 and 194 become obsolete.

This bulletin makes reference to Manual sections which are pertinent to the subjects, and includes policies and procedures not heretofore set forth in bulletin form; also, a restatement of a number of the present policies.

Regulations presented in this bulletin for the first time become immediately applicable and shall be in effect not later than ninety days from the date of the bulletin.

Very sincerely yours,

FILED
In the office of the Secretary of State
of the State of California

Attach.

MAY 23 1945

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

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I. LEGAL PROVISIONS

A. Purpose and Aim.

Section 1503 of the Welfare and Institutions Code affirms that the object and purpose of the chapter is to keep children in their own homes wherever possible and to provide the best substitute for their own homes for those children who must be given foster care.

B. Minimum Standards of Adequate Care.

Section 1511 of the Welfare and Institutions Code provides that:

1. \$22.50 a month shall be paid, or so much as is necessary for the adequate care of each needy child qualifying for aid under the provisions of the Law.
2. Any county may pay from its own funds additional funds for the care of any needy child or as is needed for the adequate care of the family.
3. Minimum standards of adequate care must be determined by rules and regulations of the S.D.S.W. which shall be binding upon the county.

C. Restrictions in the State Law.

Section 1523 provides that:

No child for whose support \$25 a month or more is paid, other than under the provisions of this chapter, is eligible to ANC.

Section 1524 provides that:

No child maintained in an institution, for whom a bona fide offer of a proper home has been made, is eligible to AN6.

D. State, County and Federal Participation.

Section 1510 provides aid not in excess of \$15 a month to counties for the needy child who has state and county residence, and \$22.50 for needy children without county residence.

Section 1554 provides (a) authorization for the state to pay to the county a sum not exceeding \$15 a month; (b) that the amount granted by the United States Government shall be deducted from the total amount granted for the child pursuant to Section 1511; (c) $\frac{2}{3}$ of the remaining sums shall be paid to the county not exceeding \$15 a month.

Until the Supreme Court decision rendered August 3, 1942, reversed the ruling, the State held that the maximum basis for state participation to the child was \$22.50. Now, in addition to the \$22.50, there is included, in considering the total amount granted to the child, further funds which the county is permitted to pay under Section 1511 for any needy child. Thus, the maximum basis for state participation is raised to \$31.50 for one child and \$28.50 for each additional child in the family group. Federal participation ($\frac{1}{2}$ of \$18, or \$9 for one child; $\frac{1}{2}$ of \$12, or \$6 for each additional child) is deducted from the total grant up to the maximum as indicated and the remaining sum is shared on the basis of $\frac{2}{3}$ state and $\frac{1}{3}$ county but state share shall not exceed \$15.

II. STANDARDS OF ADEQUATE CARE.

A. General Statement of Adequate Standards

A satisfactory standard of living includes:

1. An adequate budget which will insure:
 - a. Clothing and food of adequate quantity and quality including special diets when ordered by a physician.
 - b. Housing which allows adequate sleeping space, reasonable privacy, and complies with sanitary and housing regulations.
 - c. Attendance at school during legal school age for every child who is capable of benefiting by formal education; vocational training or an opportunity to obtain a higher education when indicated.
 - d. Normal recreational activities and participation in community life.
 - e. Proper supervision in the absence of the mother or caretaker.
2. Provision for adequate health care. This includes routine physical examinations, preventive measures, correction of defects, hospital and out-patient service, periodic examinations of contacts with tuberculosis and other infectious diseases.
3. For the child receiving foster care, a boarding home or institution meeting approved standards.
4. Case work service which insures to each family and child the highest possible morale and security and the best adjustment to family and community life, and which will obtain for them the maximum benefit from community resources for their health, education, recreation and general welfare.

B. Adequate Care for Children Living with Parent/Parents.

Man. The object and purpose of ANC is to keep children in their own homes
Sec. wherever possible under conditions that will insure an adequate standard.
235-85 of living. Counties are responsible for making available whatever individual services are required for the general welfare of each family and child, and for improving unsatisfactory conditions.

Man. Aid shall not be denied or discontinued where conditions in the home fail
Sec. to meet the standard set by the S.D.S.W. for adequate care provided that
235-85 those cases in which the children, despite the county's efforts, continue to be neglected and to live under unsatisfactory conditions are referred to the Juvenile Probation Office for filing of petition to the Juvenile Court for whatever action is deemed necessary for their protection and welfare.

C. Basis for Determining the Grant.

1. ANC shall be granted for an eligible child/children whose needs are determined on a "charge for care" basis or on a budgetary basis.

"Charge for Care" basis refers to cases in which children are living in boarding homes and institutions for whom payments are made on fixed monthly rates. It also includes most instances where children are cared for in homes of relatives.

2. For the child receiving foster care, boarding homes shall meet the requirements for a licensed home or equivalent standards if living with relatives.
3. For the child/children living in the home of non-responsible relatives, the amount of aid requested by the relative or the child shall be the basis for the determination of the amount of the grant. If relatives are willing and able to provide shelter and care for a child for less than the full amount permitted under the law, the record shall indicate how the amount was determined. It shall be determined that the financial situation of the relative is such as to assure that the grant in aid will be entirely used for the care of the child. Whatever contribution is made for support or partial support assumed on the part of a non-responsible relative, it is altogether voluntary and can not be required, regardless of the relative's resources.
4. For the child receiving institutional care, the institution must be one licensed by, or whose standards meet the approval of the State Department of Social Welfare.
5. When need is determined on a budgetary basis, the required expenditures for the Family Budget Unit shall be estimated on a monthly basis. (See Page 7 for description of Family Budget Unit.)

"Continuing needs" are recurring needs that are common to every household and include food, special diets on recommendation of the physician, clothing and personal needs of each person in the Family Budget Unit, and family allowances for housing, utilities, household operation, education and incidentals, transportation, and insurance premiums, if paid.

"Special needs" are those which the family may have in addition to continuing needs. (See Page 4 for further discussion of special needs.)

6. Counties shall use as a standard for economic adequacy for continuing needs the current quantity cost ANC budget schedule, or a comparable adequate schedule which is commensurate with current prices and has the approval of the State Department of Social Welfare.

The quantity cost budget schedule for continuing needs is the cost of requirements for men, women and children and for family groups of various compositions. Effective use of such a budget depends upon a proper adjustment of it to the actual expenses and requirements of each family group on a realistic basis. It should be suited to the particular requirements and resources of the individual family.

7. The budget for the family unit shall be computed after the county worker has:

- a. Discussed with the applicant the monthly expenditures, needs, etc.
- b. Evaluated the income and resources available to the Family Budget Unit.
- c. Discussed the budget schedule standard with the applicant and explained its composition and limitations, and the reasons for such limitations.

The recording shall reflect the initial discussion and all subsequent discussions of the family's circumstances and include a statement of any special needs, how determined, and whether they will be included in the budget or met in some other way.

8. Special Needs.

The adaptation of the budget should be a flexible individualized process. It is reasonable to expect that every family, at some time, will have needs in addition to the common factors that apply to all cases,-- food, clothing, shelter, household supplies, utilities, etc.

Special needs for the Family Budget Unit and its individual members, excepting the non-eligible child and housekeeper, may include:

- a. Unusual repairs or replacements or equipment. For instance, lumber for extensive repairs not included in normal items of upkeep; payment on needed furniture.
- b. Salary of housekeeper or caretaker when necessary and desirable for the best interests of the children. An additional amount may be allowed for food when the housekeeper lives with the family.
- c. Medical and dental requirements including appliances and dentures when not available without cost through local facilities or otherwise.
- d. Special educational needs not included in the budget schedule, such as expenses and requirements incident to specialized training for older children.
- e. Other special needs indicated in the individual case.

D. Evaluation of Needs.

The material under this heading suggests inquiries which might aid in determining needs and in showing what is required to adequately meet them.

1. Housing.

a. Physical aspects of the home:

Are the living and sleeping arrangements adequate for the family as to space and number of rooms? Are changes contemplated? Does family have heating and cooking facilities, including utensils? Is there running water? Are there basic furniture needs, such as beds, mattresses, stoves, floor covering, etc? What are the possibilities of repairs and replacements? Are play facilities, either in a yard or local playground, available and suitable? Are sanitary and plumbing facilities adequate?

b. Social aspects of the home:

Does the home fill the need of the child/children for place to entertain friends? Is home sufficiently attractive so child is not ashamed of it?

c. Budget items for housing:

What is the actual amount of rent? Are utilities included? Home owned by family? What is the amount of taxes paid? Are they delinquent? If delinquent, what plan is family making, or what suggestion can worker give? Are there encumbrances on the property? If so, what are the payments on principal and interest? How are these expenses being met? What assessments are against the property and what is plan for payment? What repairs have been made in the past year? What was the cost and how met? What is needed in the way of repairs at this time, such as roofing, new foundation, painting, plumbing?

2. Utilities.

Unless the county uses a sliding scale budget schedule for these items, actual payment should be determined and averaged and, if possible, receipted bills reviewed for verification. It may be necessary to have the mother or caretaker keep a record of her bills over a six months period in order to determine the amount spent for this item.

3. Food.

Does the applicant have knowledge of children's dietary needs? Are actual expenditures comparable with the amount determined on the basis of the budget schedule?

4. Clothing.

Do members of the family have adequate clothing to protect them from cold and rain? Is clothing sufficiently attractive so as not to cause embarrassment in school or community? How does the applicant's statement of estimated expenditures for clothing compare with the allowances on the budget schedule?

5. Health.

What major illnesses has family had? Any history of tuberculosis, malnutrition, chronic heart disease, etc? Are clinic facilities being utilized? Has medical care been received recently and from what source? What is present health condition? Frequency of colds, etc. Does mother or caretaker arrange special diet for any member of the family? Does family have dental needs? If so, how are they being met? Are there needs for medical appliances, such as glasses, dentures, trusses, etc? Are the available resources being used to meet them?

6. School

Are the children in regular attendance at school? What expenses do the children have in connection with school activities? How is the family meeting these needs?

7. Miscellaneous Needs.

- a. Transportation: What amount does family spend for transportation to clinic, school, markets, etc?
- b. Insurance: What is amount of premiums on insurance carried by family? How is this met?
- c. What are family's special educational needs and incidentals, including church, newspaper, recreation, etc?

8. Economic Situation.

The interview with the parent and employed children should include a discussion of the earnings and contributions and should show in the case of the minor child whether or not the parent has emancipated him.

If family has any income from property, how are expenses for taxes, upkeep, and encumbrances met?

If mother or some member of the family is self employed, as in laundry work, keeping boarders, etc., information should be secured regarding actual expenditures such as extra utilities, food, soap, etc.

Debts. Are expenses met currently? Are there debts from a period before aid began? What is the family's plan for meeting them?

III. INCOME.

1. Income Defined.

Income is that which is actually available (not potential income).

"Income" means net income after allowing for all normal items of expenses incident to its receipt.

2. Small Intermittent Income. (Not basis for change in grant)

The receipt of income in small amounts, which is not received with sufficient regularity to be counted upon for partially meeting the recurring budgetary requirements as determined for the individual family, shall not be a reason for adjusting the grant. Such income could be noted in the case record without necessarily being itemized; for example, income from parents' occasional employment; occasional earnings of children in the fruit and other odd jobs; occasional rent of rooms and small gifts in cash or in kind, and other similar types of irregular income.

3. Regular or Fixed Income.

a. Verification.

Verification of regular and fixed income shall be made through the employer or other independent sources wherever possible.

The recipient's responsibility for notifying the county of changes in the financial situation, including changes in income, should be fully discussed with him.

Reverification shall be made at least at time of reinvestigation and oftener if information is received to indicate a change in the family's circumstances.

b. Determination.

The amount of the grant is determined by deducting the fixed verified net income from the total budget for the Family Budget Unit.

c. Reporting.

If the recipient reports a change in income which indicates an adjustment in the grant, the record should show the verification of the income, the date of the change and the adjustment made. Where a change in the grant is made, notice shall be sent to the State Department of Social Welfare on Form CA 232.

4. Irregular, Fluctuating, Seasonal Income.

a. Verification.

These types of income are often difficult to verify promptly and sometimes impossible through an independent source.

The statement of the recipient may be accepted as a basis for determining the grant. It is desirable that verification of the recipient's statement be made monthly but, in any event, at least every three months.

b. Determination.

The recipient's responsibility for notifying the county of changes in the financial situation, including changes in income, should be fully discussed with him. The recipient should be expected to keep a current record of such income and report promptly to the county in a manner and at such time as the county may require.

c. Reporting.

The case record must contain a complete and adequate report on the assistance plan, and the basis for changes in the amount of the grant. Where a change in the grant is made, notice shall be sent to the State Department of Social Welfare on Form 232.

IV. DETERMINATION OF NEED AND AMOUNT OF THE GRANT.

1. Family Budget Unit.

All individuals living in the home have an economic relationship to the Family Budget Unit which must be taken into consideration in arriving at the amount of the grant.

A Family Budget Unit comprises all persons in the home who are to be included in the budget. It is used to describe any combination of the following:

- a. All minor children (under 21 years) not emancipated, provided: Where ineligible minors are included in the Family Budget Unit, the total budgetary deficiency is met and the record clearly so indicates.
- b. The parent, or parents, if living at home, except an OAS, ANB, or APSB recipient.

- c. Any person or persons (except OAS, ANB, or APSB recipients) who act as caretaker in place of the parents, but who are not caring for the children on a board and care basis, and whose income is not adequate to his/her support.

Example: While Mr. and Mrs. Doe are hospitalized for tuberculosis, Mrs. Doe's sister agrees to live in the home to supervise the eligible children. Her only income amounts to \$10 per month. Therefore, she is included in the Family Budget Unit for all items and the \$10 appears in the budget as income.

Example: The father of the Doe children is deceased and their mother is unable to assume responsibility for them. For seven years the Doe children, who are receiving ANC, have made their home with their widowed grandmother. Her only income was \$50 a month from a trust fund which was exhausted August 1, 1941. The grandmother always has been willing to care for the children for the actual cost thereof. Therefore, the budget was estimated on a prorated basis with the children for rent, utilities and household operation until August 1, 1941, when the grandmother was included in the Family Budget Unit and budgeted for all items.

- d. Any housekeeper caring for the children as a member of the family unit when she is included in the budget for food, rent, utilities and household operation. (Her wages are included in the budget as a special item.)
- e. The step-parent, who is willing to support the entire family, but whose earnings are inadequate to the undertaking.

Exception: When a step-parent declines any financial responsibility for the children eligible to ANC, the children and their parent are budgeted for clothing, food, personal needs, any special items, and for their prorated share of housing, utilities, and household operation. Such a step-parent is not included in the budget. In addition to meeting his own needs, it is expected that the step-parent, if able, will support the parent of the children. Accordingly, enough income from the step-parent should be shown to meet the parent's share of the budget.

When such a step-parent maintains a standard of living beyond the ANC budget limitations, it is expected that the step-parent will be responsible for the amount by which the actual cost of housing, utilities, and household operation exceed the prorated allowance computed in accordance with the Budget Summary.

2. Rulings which authorize certain budgeting practices.

a. Insurance:

Premiums paid on insurance policies carried on the parent and/or a child or children under the age of 18 years not in excess of \$4 a month are included in the budget for the family unit.

Exception: If the premiums are in excess of \$4 on policies carried by permanently incapacitated or tuberculous parents, or on a parent committed to an institution, the excess amount may be included in the budget until or unless adjustment is made by the insurance company or payment of premiums in part or in full is assumed by an agency or a person other than the parent.

The taking out of insurance after the beginning of aid shall not cause discontinuance of aid. However, it is presumed that counties will continue to discourage the practice of taking out new insurance policies.

b. Maintenance of Automobile.

See Manual Section 142-10.

c. Remarriage of Parent.

Manual Section 196-30 refers to remarriage of mother.

Proposed revision:

ANC shall be granted to children who are otherwise eligible and whose parent has remarried if the step-parent does not, and the parent is unable to, regularly provide support for the child/children to the extent of maintaining minimum standards in the home in accordance with the rules and regulations of the State Department of Social Welfare after allowance for special, personal and other needs of the step-parent.

d. Rules of Emancipation.

See Manual Section 124-40.

e. Debts.

Payment upon debts accumulated before applying for ANC shall not be included in the budget, except that payments on amounts for replacements such as furniture or household equipment may be included in the budget.

3. Budgeting Policies.

a. Income from Earnings of Parent Living in the Home.

If the mother or father of the children for whom aid is being granted is working, all earnings are considered as family income to the Family Budget Unit. If such employment calls for special items of expense, these shall be allowed in the budget.

b. Employed Minors.

Employed minors include those who may be receiving ANC and earning small, intermittent amounts; who are regularly employed while attending school; who work only in the vacation periods; who may be employed part time and continuing an educational program, or minors over 18 years of age who may have full time jobs. (See Pages 10 and 11 for acceptable methods of budgeting net income from unemancipated minors.)

To maintain stable family relationships and to encourage employed minors to remain in the home as happy, participating members, general principles as set forth herewith shall govern:

- (1) These requirements incident to employment and other special individual needs of all employed minors shall be taken into consideration in estimating the budget for the family.
- (2) The small occasional earnings from odd jobs shall not be cause for reduction of the ANC grant.
- (3) That vacation earnings may be used for educational and other special needs on verification and recommendation of the county welfare department.
- (4) For the regularly employed unemancipated minor over 18 years, that definite allowances be made for lunches away from home, clothing in addition to amounts given in the basic budget schedule, allowances for dental and medical care; transportation; personal allowances. (See Page 11 for Special Allowances for Employed Minor Child.)

c. Earnings of Unemancipated Minors.

To meet different situations, methods for budgeting income from the earnings of the unemancipated minor, as indicated below, are acceptable:

(1) Minors under 18 years.

- (a) Net earnings determined as actual earnings less itemized expenses incident to employment, and special individual needs, or
- (b) Actual earnings as income and expenses incident to employment and other special needs shown as "Special Items" in the budget.

(2) Minors over 18 years.

- (a) If employed part time, or if earning an amount sufficient to cover actual needs only, budget as in "1" or
- (b) Otherwise establish in the record that minor's earnings cover his own needs and provide no income to the Family Budget Unit.
- (c) If regularly employed and actually contributing at least one-half of his net earnings, include minor as a member of Family Budget Unit and allow item for food in the budget according to basic schedule and actual contribution as income.
- (d) If regularly employed and not actually contributing at least one-half of the net earnings, include minor in the budget for basic items for food, clothing, and personal needs as shown in the basic ANC budget schedule, and show net earnings as income. Net earnings are gross earnings less voluntary deductions made by an employer or the Government, union dues and special allowances for the employed minor.

Counties may make a determination in the individual case on a factual basis for these items or use the amounts given in the following schedule as deductions for special allowances.

SPECIAL ALLOWANCES FOR THE EMPLOYED MINOR CHILD

<u>Items</u>	<u>Amount</u>
Lunches away from home	\$ 7.50
Clothing needs in addition to basic schedule	3.00
Transportation	4.00
Dental and medical care (Minimum; adjust to individual case)	3.00
Personal (including education, recreation, church, lodge, etc.)	15.00
	<u>\$32.50</u>
(Other items may be included if required in the individual case.)	

d. Earnings of the Emancipated Minor.

(1) If living in the home.

The employed emancipated child living in the home shall not be budgeted, but is counted when determining size of the family for the purpose of budgeting the family unit for the items of rent, utilities and household operations. The amount of these items would appear in the budget for the family unit after deducting the minor's prorated share.

The net contribution shall be considered as income to the Family Budget Unit. "Net contribution" is actual contribution minus food per budget schedule and minor's prorated share of rent, utilities and household operation.

(2) If living out of the home.

If the employed emancipated minor child has left the home, his actual contribution shall be considered as income.

e. Contribution from Adult Children.

Employed adult child.

The adult child shall be held responsible for the support of himself and his parent to the extent of his ability.

The employed adult child living in the home shall not be budgeted, but is counted when determining size of the family for the purpose of budgeting the family unit for the items of rent, utilities, and household operation. The amount for these items would appear in the budget for the family unit after deducting the adult child's prorated share.

The net contribution to the parent of the adult child living in the home shall be considered as income to the family unit.

"Net contribution" to parent is actual contribution, minus food per budget schedule and adult child's prorated share of rent, utilities and household operation.

f. Contribution from OAS, ANB, and APSB Recipient.

(1) In general, if the OAS, ANB, or APSB recipient is a parent of the child/children receiving ANC, his prorated share of

t, utilities and household operations is deducted from the budget as determined for the other parent and children.

- (2) If the parent receiving OAS, ANB, or APSB is making a definite contribution to the Family Budget Unit from his grant, the net income to the family unit is determined by deducting food per budget schedule and the individual's prorated share of rent, utilities and household operation from the actual contribution.

g. Income from Members of Household not included in the Family Budget Unit.

Net income to the family unit from members of the household, other than the parent, who may be receiving OAS, ANB, or APSB, is actual contribution, minus food per budget schedule and the individual's prorated share of rent, utilities and household operations.

h. Income in Kind.

If income in kind, representing a portion of a budgetary item is received with sufficient regularity to be counted upon for meeting continuing needs, it should be evaluated and its estimated value determined on a monetary basis. Income from home produced foods such as the "Victory garden" for the use of the family only, need not be deducted. When income in kind is a total budgetary item, such as free rent and free board, no evaluation need be placed on them as such items will then not appear in the budget.

i. Income from Other Sources.

(1) Income from property not used as a home.

Clear Property

Rent from unencumbered property will be considered as income after deducting average taxes and upkeep.

Encumbered Property

Rent from encumbered property will be considered as income after deducting average taxes, interest, and upkeep.

(2) Pensions - Benefits, etc.

The possibility of resources such as pensions or benefits from life, disability, or compensation insurance, or from federal, state and county or municipal benefit funds, or from industrial concerns, lodges, or the possibility of damages from an accidental death, should be investigated and verified, and recorded in detail.

The amount of income from such sources, if received in monthly installments, shall be verified and shown as "Income" in the budget.

(3) Monies Received from Other Sources.

See Manual Sections 141-05 and 146-00.

(4) Loans.

Loans shall not be considered income to the recipient when they emanate from non-responsible relatives, friends, persons

agencies, including fraternal, benevolent and non-profit organizations, on whom there rests no legal obligation for support.

Loans from a responsible relative may be considered as income to the individual because of the legal responsibilities of the relative, provided the responsible relative has the pecuniary ability to contribute the amount of the loan; on the other hand, the loan may not be considered income when the relative has no such pecuniary ability and the loan must be repaid.

It will be necessary to re-evaluate cash and security holdings on the first of the month following the receipt of the loan to determine whether such holdings are within the maximum permitted.

(5) Court Orders.

When there is a court order for the full or partial support of an applicant or recipient, he shall be considered to have income in the amount awarded by the court for his support; however, upon a showing that the court order is not enforceable because the person ordered to pay is unable to do so, or where there is lack of jurisdiction, or upon a showing that the applicant or recipient has made a request of the court for enforcement of the order, the actual amount being received under such court order shall be considered in determining the amount of the grant.

The case record shall show the date of the court order and its provisions. When the amount of income is less than that provided in the court order, the case record shall show the facts which lead to consideration of a lesser amount in determining the amount of the grant.

4. Instructions for the Use of Form General M48, Budget Work Sheet

The Budget Work Sheet is for use in computing the amount to be granted in individual cases. Its use is not compulsory, provided a county has an acceptable form already in use. All cases are to be considered according to the current budgetary standard, and each case record must indicate clearly the method of computing the budget. A supply of the Budget Work Sheet, Form Gen M48, may be secured from the State Department of Social Welfare, 616 Kay Street, Sacramento.

Consult the Budget Summary, Form Gen M45, for individual and family allowances in your county.

Fill in the top of the Work Sheet with the case information requested. The page is divided into sections designated A, B, etc. The following instructions and explanations refer to the sections so lettered.

- a. List by name, sex and age, the members of the Family Budget Unit.

From Form Gen M45, enter for each person the appropriate amounts in the columns Food, Clothing and Personal Needs.

Special Items: Enter the cost of special diets, lunches away from home, etc. Households of two persons only should be allowed an additional 10% for food. Any other individual allowances of a special nature granted monthly are entered in this column.

Total vertically the columns for Food, Clothing, Personal Needs, and Special Items, and carry these totals to the appropriate spaces under "F".

- b. List here all other persons living in the household but who are not included in the "Family Budget Unit."

Amount and Source of Income: Typical entries in this column might be "Pension \$25", or "OAS \$40."

Actual contribution to Family Budget Unit: In this column enter the total amount the person pays to the family each month --- that which he pays for his own room and board, plus any additional assistance to the members of the Family Budget Unit.

Net contribution to the Family Budget Unit: Enter here the portion of the above amount which is considered over and above the cost of this person's share of food and household expenses. The total of this column is income and, accordingly, is carried forward as an item under "H." (Column headed "Food" to be used when computing net income.)

Example: A grandfather in the home, receiving OAS \$40, might pay the mother \$25 a month for his room and board. Of this amount \$7.50 might be net, that is, the actual contribution minus food per budget schedule and prorated share of housing, utilities and household operation. In such an instance, the amounts in the columns in Section B would be:

<u>Amount & Source of Income</u>	<u>Actual Contribution to Family Budget Unit</u>	<u>Net Contribution to Family Budget Unit</u>
OAS \$40	\$25	\$7.50

- c. Enter the total number of persons living in the household, including members of the "Family Budget Unit" and any other persons living with them. This number will equal the sum of persons listed under "A" and "B."

Housing and Utilities: These items are to be listed as paid. The Budget Summary gives the county standards based on local surveys, and will serve as a guide in average cases.

Upkeep on unencumbered homes: Note that the county may allow 15% of the local rental value of the dwelling, not to exceed the rental standard, plus \$4.17 a month (\$50 a year) for upkeep and repairs. Amounts for families of different size have been computed for the rental standards.

Property payments and upkeep on encumbered homes: Allow as paid, up to the equivalent of the rental standard for a family of same size.

Household operation: Refer to Form Gen M42 for the itemized list of needs covered by this allowance. Should any of these supplies be available from other sources, do not deduct from this allowance but enter the value of the items received under "I", where it will be counted as income.

- d. To compute the share of housing, utility, and household operation expenses to be budgeted for the members of the Family Budget Unit, use the fraction indicated on the Work Sheet.

Example: A Family Budget Unit includes 3 persons. (Listed under "A"). Other persons living in the household: 2 (Listed under "B"). Total in the household: 5. The share of expenses allocable to the Family Budget Unit is, in this case, $3/5$. If the total expenses under "C" were \$20, the share allocable to the Family Budget Unit is $3/5$ of \$20, or \$12. Accordingly \$12 will be entered under "D".

- e. Education and Incidentals: Enter the amount given on Form Gen M45 for the number of persons in the Family Budget Unit and any additional items which may be needed in the individual case.

Transportation: Allow necessary bus fare, carfare at local rates, or estimate cost of upkeep of automobile if needed for transportation.

Insurance: Allow insurance as paid, up to a maximum of \$4 monthly per family.

- f. The totals here have been carried forward from "A".
- g. Record here the total family outgo, or the sum of the amounts under "D", "E", and "F". Carry this total forward to the space indicated on the line below.
- h. Enter here the sources and amounts of income to the Family Budget Unit (except Aid to Needy Children which is shown under "L"). Note that the total "Net contribution to Family Budget Unit" under "B" is carried forward here.
- i. Indicate here the net returns from home produced foods and value of commodities received regularly by family. See attached sheet regarding monetary value of milk from family cow.
- j. The total income is the sum of the amounts entered under "H" and "I". Carry this amount forward to the space indicated under total outgo below and subtract.
- k. Budget deficiency: The result of "Outgo" (g) minus "Income" (j).
- l. The actual grant for Aid to Needy Children, based on "K". If the grant is less than the budget deficiency under "K", indicate the amount of county supplementary aid granted. If there remains a deficit not covered by county supplementary aid or other assistance, an explanation should appear under "Remarks".

(Note that any deviations from the budget allowances must be indicated. See also "I" above.)

Care should be taken in deviating from the budget allowances, not to deduct from clothing allowances for items available and at the same time counting the value of such items as income, since this is equivalent to deducting twice for these items. The correct procedure is to enter the clothing budget as given on Form Gen M45, and to consult the itemized clothing budgets, Form Gen M40, for the annual cost of such items. Divide this total annual cost by 12 to secure the monthly amount, and enter this amount under "I" where it is considered as income.

SURNAME _____
ADDRESS _____ CITY _____
BUDGET COMPUTED BY _____ STATE NO. _____
DATE _____ COUNTY NO. _____

A. LIST THE MEMBERS OF THE "FAMILY UNIT"

	NAME	SEX	AGE	FOOD	CLOTHING	PERSONAL NEEDS	SPECIAL ITEMS
1							
2							
3							
4							
5							
6							
7							
8							
9							
TOTALS (CARRY FORWARD TO F.).....				\$	\$	\$	\$

B. LIST OTHER PERSONS LIVING IN HOUSEHOLD

	NAME	SEX	AGE	RELATION TO HEAD OF FAMILY	AMOUNT AND SOURCE OF INCOME	FOOD (TO BE USED WHEN DETERMIN- ING NET INCOME)	ACTUAL CON- TRIBUTION TO FAMILY UNIT
1							
2							
3							
4							
COMPUTE SHARE OF HOUSING: TOTAL (C) MINUS (D) (SEE BELOW)						\$	\$
TOTAL						\$	\$
TOTAL NET CONTRIBUTION TO FAMILY UNIT (ACTUAL CONTRIBUTION MINUS TOTAL FOOD AND HOUSING)						\$	\$

NO. PERSONS IN HOUSEHOLD WHO SHARE ITEMS LISTED UNDER C:
(TOTAL A PLUS B).....

C. HOUSING (CHECK WHICH)

☐ RENT ☐ PROPERTY PAYMENTS & UPKEEP.....

UTILITIES: ELECTRICITY.....

GAS.....

HEAT.....

WATER.....

GARBAGE REMOVAL.....

HOUSEHOLD OPERATION:.....

TOTAL (C).....

D. COMPUTE SHARE OF TOTAL (C) ALLOCABLE TO MEMBERS OF FAMILY UNIT
AS FOLLOWS: FRACTION

NO. OF PERSONS (A) =
NO. OF PERSONS (C)

COMPUTE FRACTION OF TOTAL (C) AND RECORD ANSWER HERE

E. ADD: EDUCATION AND INCIDENTALS.....

TRANSPORTATION.....

INSURANCE.....

OTHER.....

F. ADD ALLOWANCE TOTALS UNDER (A):

FOOD.....

CLOTHING.....

PERSONAL NEEDS.....

SPECIAL ITEMS.....

G. TOTAL BUDGET FOR FAMILY UNIT:.....

TOTAL BUDGET FOR FAMILY UNIT (G)..... \$

LESS TOTAL INCOME (J)..... \$

K. BUDGET DEFICIENCY..... \$

L. GRANT FOR AID TO NEEDY CHILDREN..... \$

N. SUPPLEMENTARY AID..... \$

N. REMARKS (EXPLAIN ON BACK OF PAPER ANY DEVIATIONS FROM BUDGET ALLOWANCES.)

FORM GEN M48, REVISED FEBRUARY, 1942
BUDGET WORK SHEET - AID TO NEEDY CHILDREN

H. INCOME (GIVE SOURCE) AMOUNT

TOTAL NET INCOME
FROM (B):

I. OTHER RESOURCES
(I.E. VALUE OF
CLOTHING PRODUCED
ON WPA PROJECTS;
HOME PRODUCED FOODS,
ETC.)

J. TOTAL INCOME:

BUDGET SUMMARY - AID TO NEEDY CHILDREN

TO COMPUTE THE MONTHLY BUDGET FOR A FAMILY UNIT: FILL OUT BUDGET WORK SHEET, FORM GEN M-48, USING AMOUNTS GIVEN BELOW FOR FOOD, CLOTHING, AND PERSONAL NEEDS OF EACH PERSON, AND SPECIAL AND FAMILY ALLOWANCES AS DESIGNATED. ANY DEVIATIONS MUST BE EXPLAINED IN FULL ON THE BUDGET WORK SHEET, WITH EXCEPTION OF THE AMOUNTS FOR ITEMS SUCH AS RENT AND UTILITIES, WHICH ARE "AS PAID". STANDARDS FOR THESE ITEMS, BASED ON LOCAL SURVEYS, ARE GIVEN AND WILL SERVE AS A GUIDE IN AVERAGE CASES.

INDIVIDUAL ALLOWANCES PER MONTH:

INDIVIDUAL	FOOD	CLOTHING	PERSONAL NEEDS
ACTIVE MAN	\$	\$	\$.86
INCAPACITATED MAN		*	.86
HOUSEWIFE			1.06
BOY 18 - 20 YEARS			.86
GIRL 18 - 20 YEARS			1.09
BOY 13 - 17 YEARS			.86
GIRL 13 - 17 YEARS			1.06
BOY 9 - 12 YEARS			.61
GIRL 9 - 12 YEARS			.61
BOY 6 - 8 YEARS			.61
GIRL 6 - 8 YEARS			.61
CHILD 3 - 5 YEARS			.61
CHILD 1 - 2 YEARS			.11
BABY 5 - 11 MONTHS			.36
BABY UNDER 5 MONTHS		**YEAR	.36

SPECIAL INDIVIDUAL ALLOWANCES:

TO BE ENTERED UNDER "SPECIAL ITEMS" ON BUDGET WORK SHEET:

FAMILY OF TWO: ADD 10% OF FOOD ALLOWANCES.

SPECIAL DIETS, LUNCHES AWAY FROM HOME: REFER TO SPECIAL RECOMMENDATIONS.

OTHER INDIVIDUAL ALLOWANCES: AS NECESSARY.

* IF INCAPACITATED MAN IS BEDRIDDEN, SUBSTITUTE 60% OF THIS AMOUNT FOR CLOTHING.

** COVERS INITIAL COST OF CLOTHING AND BEDDING FOR BABY'S FIRST YEAR. NO MONTHLY ALLOWANCE.

FAMILY ALLOWANCES PER MONTH

ITEM	MONTHLY ALLOWANCES PER FAMILY OF						
	2	3	4	5	6	7	8 OR MORE
<u>HOUSING</u>							
RENT: AS PAID. RENTAL STANDARDS FOR COUNTY ARE:							

PROPERTY PAYMENTS & UPKEEP ON ENCUMBERED HOMES: AS PAID, TO THE EQUIVALENT OF RENTAL STANDARD.

UPKEEP & REPAIRS ON CLEAR HOMES: 15% OF LOCAL MONTHLY RENTAL VALUE OF DWELLING, PLUS \$4.17 MO. AMOUNTS AS COMPUTED FOR RENTAL STANDARDS ARE:

<u>UTILITIES:</u>							
AS PAID, ELECTRICITY							
STANDARDS FOR GAS							
COUNTY HEAT							
ARE: WATER							
GARBAGE REMOVAL							
HOUSEHOLD OPERATION							
EDUCATION & INCIDENTALS							

TRANSPORTATION: ALLOW NECESSARY BUSFARE OR CARFARE AT LOCAL RATES.

INSURANCE: ALLOW INSURANCE AS PAID, MAXIMUM OF \$4.00 MONTHLY PER FAMILY.

INVENTORY SUMMARY

TO DETERMINE THE ACTUAL QUANTITY OF MATERIALS ON HAND AT THE END OF THE PERIOD FOR WHICH THE INVENTORY IS BEING TAKEN, THE FOLLOWING INFORMATION IS REQUIRED:

1. A LIST OF ALL MATERIALS ON HAND AT THE BEGINNING OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

2. A LIST OF ALL MATERIALS RECEIVED DURING THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL RECEIVED AT THAT TIME.

3. A LIST OF ALL MATERIALS USED DURING THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL USED AT THAT TIME.

4. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

5. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

6. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

7. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

8. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

9. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

10. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

11. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

12. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

13. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

14. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

15. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

16. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

17. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

18. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

19. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

20. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

21. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

22. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

23. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

24. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

25. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

26. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

27. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

28. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

29. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

30. A LIST OF ALL MATERIALS ON HAND AT THE END OF THE PERIOD, WITH THE QUANTITY OF EACH MATERIAL ON HAND AT THAT TIME.

Revised March 1943

The Family Cow

The average family cow will produce from two to three gallons of milk daily, ten months out of the year. The so-called "family cow" is not usually a high producer such as a pure bred dairy cow which may produce five gallons or more milk daily.

Milk in rural areas is figured on a butterfat basis. The value of butterfat plus skim milk on a yearly average is 65¢ per pound. The average cow gives about 5,000 pounds of milk yearly, of which 250 pounds will be butterfat. Extension agents usually figure that half the income from the cow goes to feed the cow.

Yearly Allowance for Upkeep of Cow

6 tons hay per year (average price \$22.50 per ton)
Pumping charge for watering pasture (\$5 to \$10 per acre per year)
Service fee is about \$2.50, depending on local price
Approximately 1800 pounds of grain concentrates

Determination of Net Value of Two Gallons Milk Daily for One Month

Value of two gallons milk daily for one month @ 40¢ per gallon. . . \$24

Approximate cost of upkeep of cow for one month

1/2 ton hay @ \$22.50 per ton	\$11.25	
5 pounds grain concentrates per day.		
(150 pounds per month @ \$45 per ton)	3.00	
Pumping Charge (\$6 per year)50	
Service fee (\$2.50 per year)25	- 15.

Net value of two gallons milk daily for one month . . . \$ 9.

Accordingly, if a family keeps a cow giving approximately two gallons milk daily, list as "income" \$9 monthly on the Budget Work Sheet. This amount is entered regardless of whether the family consumes the milk or sells it, since the cost of the family's milk needs is still added in the food allowances.

V. ADJUSTMENTS IN GRANTS.

1. Governing Rulings.

a. Changes of status within the month.

If ineligibility during a month can not be foretold, the status as of the first of the month shall be controlling for that month.

If ineligibility exists as of the first of a month during which child/children become eligible, aid shall be granted from the date on which eligibility is shown.

b. Adjustments due to changes in income.

"Current month" refers to current calendar month.

Counties shall set up procedure to effectuate adjustments in the amount of the grant due to changes in income in the month following the current month. In no event shall a decrease in the grant be effective later than the first of the second month following the current month. To effect an increase in the grant, the adjustment must be made within the month following the current month. (Department Bulletin 66-B)

In case the receipt of income is not discovered within the time limits indicated and upon discovery it is found that the aid paid, together with income received, exceeded the needs as determined for the Family Budget Unit, no reimbursement shall be required unless or until the recipient has resources other than the ANC grant and income required to meet the budgetary deficiency of the Family Budget Unit. Action under Section 1506 of the Welfare and Institutions Code is open to the county if there is indication that aid has been secured by fraudulent device.

2. Acceptable Procedures in Making Adjustments Due to Changes in Income.

a. A procedure whereby the adjustment in the grant during the month following the current month is based on the income received during the current month, or

b. A procedure whereby the adjustment in the grant during the month following the current month is based on income received during a thirty-day period beginning not later than the sixteenth of the month preceding the current month. For example, if the county establishes the "income determination period" as the thirty days between the sixteenth of the month preceding the current month and the fifteenth of the current month, the procedure which is outlined herewith would be in order.

The county, with the required participation of the recipient, would evolve procedure whereby changes in the financial situation of the family, including changes in income received during the "income determination period" would be reported to the county office promptly following the fifteenth of the current month in order to effect a change in the grant the first of the following month, if possible, provided an adjustment is indicated.

Adjustments.

The income received during the "income determination period" would be considered in determining the amount of the grant. The grant in the amount so determined would be made the first of the month following the current month, if possible.

If a change in amount of aid is indicated due to income received during the "income determination period" and it has not been possible to make the change in the grant for the month following the current month, these adjustments are possible.

1. If the amount of the warrant issued is in excess of the need as determined for the individual family, accept a refund from the recipient for the over-payment prior to the close of the month following the current month.
2. If the amount of the warrant issued was less than the amount required to meet the needs as determined for the individual family, issue a supplemental warrant prior to the close of the month following the current month.

Example: Mrs. J.'s budget for herself and three children is \$92.50. She receives \$25 net contribution from her daughter, age 22, and \$67.50 ANC to meet the deficiency. On the 16th of September, Mrs. J. reports that the daughter was married and left the home on September 12 and is no longer able to assist. This is verified by the notice of the daughter's marriage and a statement from the daughter. An increase in ANC of \$25 is approved effective October 1, 1942, to meet the budget for the family unit.

On October 16, Mrs. J. reports receiving a first payment of OASI of accumulated benefits in the amount of \$120 on October 2 and that the monthly payments will continue at \$32.50. ANC is discontinued as of the end of the current month, October 31, because of the receipt of excess income.

No aid is granted for the month of November.

ANC is restored December 1 at \$60 to make up the deficit in the budget, taking into consideration the OASI monthly benefits of \$32.50.

Example: Household consists of mother and 3 children eligible to ANC, and one child over 21. The budget is determined at \$100, the net contribution from daughter \$15, deficit in ANC, \$85. Work in the cannery season for mother and daughter begins in May and lasts until October. Earnings vary each month. The record indicates that the family owns their home which is in need of repairs estimated at \$50. It is agreed that summer earnings may be used toward this special need. \$10 a month will be added to the budget to cover the monthly cost.

On June 16, Mrs. B. reports her earnings of \$50 for the income determination period (5/15 to 6/15). Net contribution from daughter is \$20. The budget has been increased \$110 to include payment on repairs; therefore, the deficit is shown as \$40 and the grant in this amount is issued July 1, 1941.

On June 16, Mrs. B. reports her earnings of \$50 for the income determination period (5/15 to 6/15). Net contribution from daughter is \$20. The budget has been increased to \$110 to include payment on repairs; therefore, the deficit is shown as \$40 and the grant in this amount is issued July 1, 1941.

On July 16, Mrs. B. reports income including net contribution from daughter at \$90. The August ANC grant is therefore issued for \$20 to make up the deficit.

On August 16, Mrs. B. reports on income of \$120. ANC is discontinued August 31, 1941, as income meets the budget of \$110. The family is

self-supporting in September and October. In November, restoration is requested inasmuch as the income for October is \$50 and aid is restored November 1 in the amount of \$50 to meet the budgetary deficiency.

- c. In cases where the income fluctuates in small amounts from month to month, the average over a three months' period may be used as a basis for a change in the grant in the following month in the amount that the average so determined exceeds the need. If the average over such three months' period approximates the deficiency, no change in the grant is required.

Sacramento
July 3, 1944

DEPARTMENT BULLETIN NO. 234-A

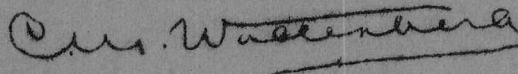
TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Responsible Relatives

The Social Welfare Board, at its meeting June 23, 1944, approved the attached form (Form Ag M519) as an optional substitute for Form Ag 246 to be used in cases in which there is a contribution by a responsible relative equal to or greater than his liability under the Responsible Relatives' Scale.

A supply of Form Ag M519 will be furnished free to each county upon request therefor to the State Department of Social Welfare.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

NOTIFICATION OF BOARD OF SUPERVISORS FINDING
OF LIABILITY OF RESPONSIBLE RELATIVE

OLD AGE SECURITY

CountyTo _____

_____County No. _____
State No. _____
District _____

The records of the County Welfare Department show that you are now contributing \$ _____ to the support of _____.

Name of Applicant or Recipient

It is now necessary under Sections 2181 and 2224 of the Welfare and Institutions Code for the Board of Supervisors to set the amount of your liability for the support of your _____.

Mother or Father

Therefore, according to the figures presented by you concerning your circumstances, the Board of Supervisors determined your liability to be \$ _____ a month, effective from _____.

Date of Board of Supervisors' Action

This determination is based upon the finding of the Board of Supervisors that your financial circumstances are as follows:

- | | |
|--|---|
| 1. Total gross monthly income \$ _____ | 3. Number of dependents _____ |
| 2. Total net monthly income \$ _____ | 4. Degree of liability as determined by
Relatives' Contribution Scale \$ _____ |

Remarks, if any: _____

Your contribution now meets the requirements set by the Welfare and Institutions Code. If there is any change in your circumstances or the amount of your contribution, please notify the County Welfare Department.

If you have any questions regarding this notification, please discuss them with the County Welfare Department located at _____.

Address

By action of the Board of Supervisors of _____ County this
_____ day of _____ 19 _____

Signature of County Clerk or Deputy

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
October 13, 1944

IN REPLY PLEASE REFER
TO:

DEPARTMENT BULLETIN NO. 239 (C.W.S.)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: CWS-51 Reports - Revised
Instructions

The U. S. Children's Bureau has issued revised instructions relating to monthly statistical reporting on CWS-51 forms. In order that we may comply with the new instructions, Sections 800-43, 800-46 and 800-52 (Child Welfare Services) of the Manual of Policies and Procedures are being revised as shown below. These revisions are effective immediately and should be followed in preparing statistical reports covering the month of October.

You will note that (a) the age limit has been set at 21 years; (b) nieces and nephews have been added to the list of relatives; and (c) investigations made at the request of other agencies are now included in the reports.

Section 800-43 has been completely revised. In Sections 800-46 and 800-52 the underlined phrases have been added to the original text.

Sec. 800-43 Definition. Children Accepted for Service
CWS

The Child Welfare Services report should include all children whose problems have been given individual consideration, including (a) those receiving continued service; (b) those referred to other agencies; and (c) those for whom investigations are made at the request of other agencies. Include children on whose behalf day-care counseling is given unless the service is limited to providing information.

Do not include children for whom service is limited to a determination or reexamination of eligibility for financial assistance; children on whose behalf requests are made but to whose problems no individual consideration is given; or children receiving service from workers whose only duties are to provide service as agents of a juvenile or probate court, or as part of an institutional program.

Sec. 800-46 General Instructions
CWS

The unit of count is the individual child under 21 years of age for whom the CWS worker has assumed definite responsibility for care, supervision, or service during the month. If a worker's contact with a family situation involves CWS in behalf of all children in the family, all children should be counted. When one child in a family receives some special form of CWS and no service is given to other children in the family, only one child should be counted.

County or local area--Enter the exact geographical area covered by the report.

Type of worker--Place a check mark in the box to the right of "CWS".

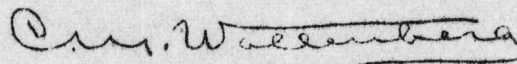
Sec. 800-52 Section B. Whereabouts of Children on Last Day of Month
CWS

Item 9. In home of child's relatives.

Enter the number of children who were receiving service while in the home of a relative of the child whether or not the degree of relationship involved legal responsibility for the child's support.

For the purposes of this report, the definition of "relatives other than parents" is the same as that used by the FSSB under the ANC program with the addition of niece and nephew. (See Sec. 628-00, Payees Eligible under Social Security Act.)

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

1. The Commission has been established to study the problems of the Negro people in the United States and to make recommendations to the President and Congress. It is composed of seven members, including the President, the Vice President, and five other persons appointed by the President.

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Very respectfully,
[Signature]

CHARLES M. WILSON, Director
Department of Social Affairs

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
October 26, 1944

DEPARTMENT BULLETIN NO. 240 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Limitations in Federal Participation
in Aid to Needy Children Payments

The following change in policy and procedure is effective in new cases immediately and on current cases at time of annual reinvestigation.

A recently issued Social Security Board policy limits Federal participation to Aid to Needy Children payments made to cover the needs of the child/children eligible to Federal participation and persons essential to his well-being (such as parents or relatives acting in the place of parents) and excludes children ineligible to Federal participation. The entire household overhead (Item C of Gen M48) however, is defined as a need of the child/children eligible for Federal participation and persons essential to his well-being and, therefore, is allocable to them in determining the Federal matching basis. The new policy permits allocating to the ineligible child/children, any income which is not specifically designated for the eligible child/children. For these reasons and because of the size of the grants in relation to Federal matching, very few cases will present conflict with the new Federal policy. Such cases might be those in which there is income specifically designated for the eligible children, such as OASI.

There is no change in the general State policy which permits including all unemancipated children in the Family Budget Unit. (See Department Bulletin 209, pages 7 and 8.)

In all cases the county must identify any child/children ineligible to Federal participation or to State and Federal participation who are included in the Family Budget Unit. Indicate such ineligible child/children on Form Gen M48 (or substitute form) by red check mark or other symbol.

In those cases where there are child/children eligible to Federal participation as well as child/children ineligible to Federal participation, show the total budgetary deficiency excluding the needs of the ineligible child/children, by entering this figure in the section added to the Revised Gen M48 (See attached sample).

If the budgetary needs of the Family Budget Unit, less food, clothing, and personal needs of the ineligible child/children in the Family Budget Unit less any income specifically designated for the eligible children equal or exceed the maximum basis for Federal participation (\$18 for one child and \$12 for each additional child) there is no conflict with the Federal requirement and the case will be handled in the usual way.

If, however, the budgetary needs of the Family Budget Unit, less food, clothing, and personal needs of the ineligible child/children in the Family Budget Unit, less any income specifically designated for the eligible children, are smaller in amount than the maximum basis for Federal participation for the eligible children, a separate computation must be made to determine the actual Federal matching basis for the eligible children.

EXAMPLE 1: (No income designated for eligible child/children)

Family consists of mother, 2 children eligible to Federal participation and 1 child ineligible to Federal participation. There is no income and total budgetary needs are \$95.

Gen M48 would show the following under Section M1, 2, and 3.

M. TO BE COMPLETED IF CHILD/CHILDREN INELIGIBLE TO FEDERAL PARTICIPATION INCLUDED IN A		
NUMBER CHILDREN ELIGIBLE TO FEDERAL	<u>2</u>	INELIGIBLE TO FEDERAL <u>1</u>
1. TOTAL BUDGET FOR FAMILY UNIT (G)		\$95
2. NEEDS SHOWN IN A FOR CHILD INELIGIBLE TO FEDERAL		\$20
3. BUDGET LESS NEEDS OF CHILD INELIGIBLE TO FEDERAL (1 MINUS 2)		\$75
TO BE COMPLETED IF ANY INCOME DESIGNATED FOR ELIGIBLE CHILD/CHILDREN		
(THERE IS NO INCOME DESIGNATED FOR ELIGIBLE CHILDREN, THEREFORE ITEMS M4 AND 5 WOULD NOT BE COMPLETED)		

Since budgetary needs less needs of ineligible child exceed maximum Federal matching basis of \$30 for two eligible children, there is no conflict with the Federal requirement and no further computation is required.

(NOTE: If the exceptional situation should arise in which there is no income designated for the eligible child/children, but Item M3 is less than the Federal matching basis (\$18 for first child and \$12 for each additional child) Item M3 would then become the basis for Federal participation.)

EXAMPLE 2: (Income designated for eligible children)

Family consists of mother and 3 eligible and 2 ineligible children. The 3 eligible children receive OASI benefits totalling \$45 a month. Because of low rental the total budget needs are \$120.

The present method of computing Federal participation in this case is as follows:

TOTAL BUDGET NEEDS	\$120
LESS INCOME FROM OASI BENEFITS	\$ 45
BUDGET DEFICIENCY AND AMOUNT OF GRANT	\$ 75
MAXIMUM AND ACTUAL FEDERAL MATCHING BASIS	\$ 42

Under the new method of computing Federal participation the Gen M48 would show the following under Section M, Items 1 through 5.

M. TO BE COMPLETED IF CHILD/CHILDREN INELIGIBLE TO FEDERAL PARTICIPATION IS INCLUDED IN A		
NUMBER CHILDREN ELIGIBLE TO FEDERAL	<u>3</u>	INELIGIBLE <u>2</u>
1. TOTAL BUDGET FOR FAMILY BUDGET UNIT (G)		\$120
2. NEEDS SHOWN IN A FOR CHILD INELIGIBLE TO FEDERAL		\$ 40
3. BUDGET LESS NEEDS OF CHILD INELIGIBLE TO FEDERAL (1 MINUS 2)		\$ 80
TO BE COMPLETED IF ANY INCOME DESIGNATED FOR ELIGIBLE CHILD/CHILDREN		
4. INCOME DESIGNATED FOR CHILDREN ELIGIBLE TO FEDERAL		\$ 45
5. BASIS FOR FEDERAL PARTICIPATION (3 MINUS 4)		\$ 35

* * * * * 101 21
 * * * * * 102 22
 * * * * * 103 23

1971

[illegible]

.....

[illegible]

METHOD OF REPORTING ON CERTIFICATE OF ELIGIBILITY IN NEW CASES

If Example 2 is a new case the basis for Federal participation (Item M5, or in the exceptional case Item M3) shall be reported under Item 12B on the Certificate of Eligibility (Form CA 201) as follows:

NEW CASES - CERTIFICATE OF ELIGIBILITY, CA 201

12A ASSISTANCE PLAN - BUDGETARY BASIS FOR DETERMINING NEED:	12B VERIFICATION AND EXPLANATION OF ASSISTANCE PLAN
1) TOTAL BUDGET FOR THE FAMILY UNIT. \$120	GEN M48 9-10-44
2) TOTAL INCOME TO FAMILY UNIT . . . \$ 45	LET 9-5-44 OAS1 BUR.
3) DEFICIENCY. \$ 75	
4) ANC GRANT \$75	BASIS FOR FEDERAL PARTICIPATION \$35

METHOD OF REPORTING ON NOTICE OF CHANGE IN CURRENT CASES

If Example 2 is a current case the basis for Federal participation (Item M5, or in the exceptional case, Item M3) shall be reported on the Notice of Change (Form CA 232) under REASON FOR CHANGE, as follows:

"Basis for Federal Participation \$35.00"

METHOD OF REPORTING ON CLAIM

The above case would appear on the county claim as follows:

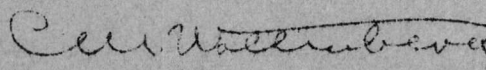
WARRANT AMOUNT	BASIS FOR STATE PART.		BASIS FOR FED. PART.
	EL TO FED.	INEL. TO FED.	
\$75	\$35	\$40	\$35

The actual Federal, State, and County shares would be:

FED. SHARE	STATE SHARE	COUNTY SHARE
\$17.50	\$38.33	\$19.17

Manual Section 627-20, Apportionment of Grants on Pay Rolls or Claims, will be revised in accordance with the above procedure as soon as administratively possible.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

SURNAME _____
ADDRESS _____ CITY _____
BUDGET COMPUTED BY _____ STATE NO. _____
DATE _____ COUNTY NO. _____

A. LIST THE MEMBERS OF THE "FAMILY UNIT"

	NAME	SEX	AGE	FOOD	CLOTHING	PERSONAL NEEDS	RECREATION	SPECIAL ITEMS
1								
2								
3								
4								
5								
6								
7								
8								
9								
TOTALS (CARRY FORWARD TO F.)				\$	\$	\$	\$	\$

B. LIST OTHER PERSONS LIVING IN HOUSEHOLD

	NAME	SEX	AGE	RELATION TO HEAD OF FAMILY	AMOUNT AND SOURCE OF INCOME	FOOD (TO BE USED WHEN DETERMIN- ING NET INCOME)	ACTUAL CON- TRIBUTION TO FAMILY UNIT
1							
2							
3							
4							

COMPUTE SHARE OF HOUSING: TOTAL (C) MINUS (D) (SEE BELOW)

TOTAL

TOTAL NET CONTRIBUTION TO FAMILY UNIT (ACTUAL CONTRIBUTION MINUS TOTAL FOOD AND HOUSING)

NO PERSONS IN HOUSEHOLD WHO SHARE ITEMS LISTED UNDER C;
(TOTAL A PLUS B).....

C. HOUSING (CHECK WHICH)

☐ RENT OR ☐ PROPERTY PAYMENTS AND/OR UPKEEP.

UTILITIES: ELECTRICITY

GAS

HEAT

WATER

GARBAGE REMOVAL

HOUSEHOLD OPERATION:

TOTAL (C)

D. COMPUTE SHARE OF TOTAL (C) ALLOCABLE TO MEMBERS OF FAMILY UNIT
AS FOLLOWS: FRACTION

NO. OF PERSONS (A)

NO. OF PERSONS (C)

COMPUTE FRACTION OF TOTAL (C) AND RECORD ANSWER HERE

E. ADD: EDUCATION AND INCIDENTALS

TRANSPORTATION

INSURANCE

OTHER

F. ADD ALLOWANCE TOTALS UNDER (A):

FOOD

CLOTHING

PERSONAL NEEDS

SPECIAL ITEMS

G. TOTAL BUDGET FOR FAMILY UNIT:

TOTAL BUDGET FOR FAMILY UNIT (G)

INCOME TO FAMILY UNIT (J)

K. BUDGETARY DEFICIENCY

L. AMOUNT OF GRANT

H. INCOME (GIVE SOURCE) AMOUNT

TOTAL NET INCOME
FROM (B):

I. OTHER RESOURCES

J. TOTAL INCOME:

Sacramento
November 2, 1944

DEPARTMENT BULLETIN NO. 242 (Selective Service)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Selective Service System
Appropriation for Medical
and Social Information

The Social Security Board State Letter #39 makes the following statements:

"The Selective Service System has obtained in its 1945 appropriation, the amount of \$1,000,000 for the purpose of meeting certain costs incurred by public assistance agencies during the fiscal year July 1, 1944, through June 30, 1945, in gathering medical and social information concerning registrants, as part of the medical survey program.

"On July 4, 1944, the National Director of Selective Service formally requested the help of the Social Security Board ' . . . in the proper effectuation of the purposes of the Medical Survey Program . . . particularly with regard to the fiscal liaison with State Departments of Public Welfare in the several States.' On July 18, 1944, the Social Security Board signed an agreement that the Selective Service System will act jointly in determining the policies governing allocation of funds among the States and the amounts to be allocated.

"Beginning July 1, 1944, and continuing through June 30, 1945, the Social Security Board will pay from Federal funds advanced by the Selective Service System costs incurred by State public assistance agencies in connection with the medical survey program under the conditions and limitations set forth in this State Letter."

In California, many county welfare departments have been participating in the Medical Survey Program, and others have expressed themselves as willing to do so could some of the costs be met. The Department of Social Welfare, therefore, in consultation with the representatives of the Social Security Board and the State Selective Service System, is developing a plan whereby those agencies may secure reimbursement for costs incurred. In some communities in California, private agencies have assumed primary responsibility for this program on a voluntary basis. But since the purpose in making Federal funds available was, according to the Social Security Board, entirely to enable public agencies to participate, some of which

otherwise lacked funds or authority to do so, the policy was established of not allowing reimbursement to private agencies with the exception of Social Service Exchange costs. The Social Security Board and the State Selective Service System express the hope that these limitations imposed on reimbursement to private agencies will not lead to their withdrawal from the program.

The following principles are established by the Federal agencies for securing reimbursement:

- I. In contrast to the practice of making grants under Titles I, IV, and X of the Social Security Act, the quarterly estimate is approved by the Selective Service System. This estimate constitutes a ceiling for funds which are made available for any one quarter. If the expenditures during any quarter exceed the estimate as finally approved, such expenditures may be reported and claims made, but a State can be given no assurance that it will receive full reimbursement for all expenditures.
- II. The Selective Service System has determined that expenditures for which reimbursement is possible will include the following:
 - a. The cost of clearing the names of selective service registrants through private social service exchanges.
 - b. The cost of cases acted upon. This may include the following objects of expense:
 1. Staff time, both professional and related clerical, during the regular working hours of the agency.
 2. Travel.
 3. Communications.
 4. Any other identifiable cost which would not otherwise be incurred.
- III. Reimbursement of expenses incurred will be on a unit cost basis, and such unit costs will be established on the basis of actual operating experience. In the first two quarters of operation, from July 1, 1944, through December 31, 1944, however, in the absence of an established basis for estimating the unit cost, the Selective Service System has determined that estimates will be prepared and Federal funds will be made available on the following basis:
 - a. Clearances with social service exchanges, per case \$.15

If the Social Service Exchange has actually already computed a unit cost for clearance, this may be used instead of the arbitrary amount of 15 cents per case.
 - b. Cases acted upon, per case. \$1.50

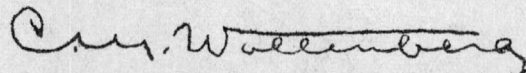
In subsequent quarters, estimates will be prepared and funds will be made available on the following basis:

- a. Actual costs of clearance in social service exchanges.
- b. Unit cost per case acted upon, such costs to be established on the basis of experience gained in the period of initial operations.

IV. "Case acted upon" is defined as any case on which the agency does work beyond clearance in Social Service Exchange or its own files. If the agency's files show no record, the case is not acted upon but if the agency has a record and if in review of the case record the agency finds information which is significant to report or if it finds no pertinent information, the case is acted upon. The definition of "cases acted upon," therefore, excludes what we often call "clearance only" cases. The cost of agency staff time required to clear with the Social Service Exchange and with the agency's own file is included in computing the unit cost. The agency, therefore, really is reimbursed for all staff time involved in connection with the medical survey, unless expenditures exceed the approved estimate and the excess expenditures are not finally approved. In some agencies this will mean the keeping of a different sort of statistics than those now maintained for State Selective Service Headquarters.

The Department of Social Welfare, in accordance with these principles on rough estimates secured from the State Selective Service System and from counties, has submitted estimates for the quarter ending September 30, 1944. Counties expecting to claim reimbursement for their costs incurred under this program are asked to immediately notify the Department of Social Welfare of their intent, and forms for submitting clearance and detailed instructions will be sent.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Sacramento
January 5, 1945

DEPARTMENT BULLETIN NO. 244 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to Needy Children
Estimates and Administrative
Expense

In our review of the Report of Estimated Quarterly Expenditures and Funds made available for Aid to Needy Children (Form CA 809) submitted by the counties, there appears to be some confusion in reporting the administrative expense for children in boarding homes and institutions.

Do not include children living in Boarding Homes and Institutions on the Report of Estimated Quarterly Expenditures (Form CA 809). The ineligible children referred to in this report under Items 5 and 8 pertain to the children claimed on the Children's Voucher Claim (Form CA 800) for which Federal eligibility requirements have not been met and should not include boarding home and institution cases.

Expenditures incurred for children in boarding homes and institutions and children ineligible to Federal aid claimed on the children's voucher claim are both included on the administrative expense affidavit under Item 2, Form CA 807.

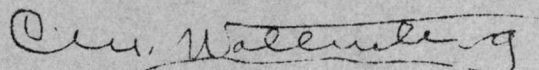
The proper method of reporting these expenditures on the administrative expense work sheets is as follows:

Administrative Expense Worksheet (Form DFA 64) for Salaries and Wages	Column 11 Aid to Needy Children <u>Ineligible</u>	Column 13 Other Welfare <u>Programs</u>
	Boarding home and institution cases <u>and</u> children claimed ineligible on children's voucher claim.	Licensing and inspecting of boarding homes and institutions.
Administrative Expense Worksheet (Form DFA 64A) for Maintenance & Operation and Capital Outlay	Column 10 Aid to Needy Children <u>Ineligible</u>	Column 12 Other Welfare <u>Programs</u>
	Boarding home and institution cases <u>and</u> children claimed ineligible on children's voucher claim.	Licensing and inspecting of boarding homes and institutions.

If your county is using the alternate administrative worksheets, Form DFA 64, Alternate, and Form DFA 64A, Alternate, the same procedure is to be followed. Report the expenditures incurred for children in boarding homes and institutions and children claimed ineligible on the children's voucher claim under the column marked "Aid to Needy Children - Ineligible". "Licensing and Inspecting of Boarding Homes and Institutions" is to be charged to "OWP" so that all expenditures pertaining to this program may be identified.

It is imperative that the expenditures be properly reported on the county Report of Estimated Quarterly Expenditures (Form CA 809) and the Administrative Expense Affidavit (Form CA 807) in order that the required reports may be made for the Social Security Board.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 22, 1945

DEPARTMENT BULLETIN NO. 245 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Resettlement Assistance to Returning
Persons Evacuated Under Exclusion
Orders

Public Proclamation No. 21, dated December 17, 1944, has been issued by Major General Henry C. Pratt, Commanding General of the Western Defense Command. This proclamation revokes the mass exclusion orders under which persons of Japanese ancestry were evacuated from the Pacific area in 1942. The proclamation was effective January 2, 1945.

Section 8 of the Proclamation provides: "The effect of the rescission of Public Proclamation and Civilian Exclusion Orders in paragraphs 1, 2, 3, and 4 preceding, and the purpose of this Public Proclamation is to restore to all persons of Japanese ancestry who were excluded under orders of the Commanding General, Western Defense Command and who have not been designated individually for exclusion, or other control, their full rights to enter and remain in the military areas of the Western Defense Command. The people of the states situated within the Western Defense Command, are assured that the records of all persons of Japanese ancestry have been carefully examined and only those persons who have been cleared by military authority have been permitted to return. They should be accorded the same treatment and allowed to enjoy the same privileges accorded other law abiding American citizens or residents."

The following communication has been received from the Social Security Board under date of January 17.

"...the various State welfare departments in this region, and others throughout the country, have acted as agents for the Social Security Board in carrying out the welfare aspects of the programs for which there was deemed to be Federal responsibility as occasioned by restrictive governmental action by the War Department, Department of Justice, and other agencies including the War Relocation Authority, who were assigned special responsibilities for care of persons of Japanese nationality who were removed as a result of exclusion orders from their States of residence. The war service program governing the administration of "Assistance and Services to Enemy Aliens and Others Affected by Restrictive Governmental Action" was developed by a special agreement with your agency, under the guidance of a handbook for State agencies outlining the policies and procedures for this program. The handbook was issued by the Bureau of Public Assistance in June 1942, and has been supplemented by revisions issued periodically since that time, the latest one being that covered by our January 5 communication."...

"This program will be available for emergency assistance for those persons directly affected by restrictive action of government for emergency needs and temporary care for the short period until the family can make its own adjustment, if additional assistance is needed over what is provided by WRA in the way of transportation and family allowance, or until the regular health and welfare services can be made available to dependent persons who have health and welfare needs in their States of residence."

In accordance with this statement from the Social Security Board the county welfare departments are authorized, with the following instructions, to give assistance and services for which reimbursement may be claimed, to persons of Japanese ancestry being returned.

WRA as the agency now administering the program for the care and relocation of the evacuated persons, has a continuing responsibility to facilitate the orderly resettlement of these families. The Social Security Board, by agreement with the WRA, and the State Department of Social Welfare, will provide assistance when necessary pending the establishment of the evacuees into self-maintenance or into the categorical, general, or other types of assistance to which they are eligible. Legal residence of evacuees has not been affected by reason of their having lived in a relocation center, since their removal from their place of residence was enforced by military orders. (AGO NS4839)

These persons of Japanese ancestry who will be leaving the centers can be generally divided into these groups:

- (a) Economically independent families who resettle without assistance from anyone.
- (b) The group who will need no assistance other than that given by WRA through its leave assistance program.
- (c) The group whose resettlement will be dependent upon the assurance that adequate facilities are available within the community to meet their health and welfare needs.

The WRA plans to have the resettlement program in full operation in March although a few referrals will start coming through immediately. The largest group can probably be expected in the summer when the schools close. Schools may not be reopened in the fall, and the centers will be closed by January 1, 1946.

Prior to the evacuation there were relatively few persons of Japanese ancestry receiving public or private assistance. However, because of the individual losses which many of these persons have suffered, and because of the loss of employment it is expected that a considerably larger number will require assistance. In view of the number of variable factors, the WRA cannot at this time give accurate estimates of the number of persons or families who will probably be dependent. However these figures will be sent through the SDSW to the counties as soon as they are available.

Method of Referral

Six months ago the WRA took preliminary interviews and listed all persons and families who appeared to fall in group (c). They are now in the process of interviewing these persons for the second time to help them plan for resettlement.

The material secured through these interviews will be assembled in a summary and transmitted to the appropriate WRA area office. This case summary will include a statement of the social problems presented and a listing of any resources the family may have, (such as Dependency Benefits, OASI, etc.). Through agreement with the Social Security Board all cases will be referred by the WRA to the SDSW who will in turn refer them to the appropriate counties. The counties will verify residence, if return is requested, will assist in planning for the family's return, and will provide other services in cases requiring them. Replies should be directed to the SDSW in triplicate for transmission to the WRA.

All evacuees in the relocation centers, and those outside who could be reached, have been circularized by the WRA. They have been advised of the availability of assistance under the War Services program and have also been reminded that the categorical aids, allowances to dependents of servicemen and the social insurances are now available to those persons eligible for them. They have been advised that if they become in need of assistance they should apply either to the nearest public welfare agency or the nearest district office of the WRA.

Referrals are being made through the State Department of Social Welfare in the period of policy-formation in regard to the use of War Services funds. At a later period this process may be decentralized.

Services and Assistance Available through WRA

Relocation offices are now operating in San Francisco, Los Angeles, Sacramento, and Fresno, and others will be opened in the immediate future. These offices will assist primarily in obtaining employment and housing and in aiding evacuees in obtaining possession of their real and personal property by providing legal assistance, transportation of personal property, etc.

Travel grants will be provided by the WRA to all evacuees whose relocation plans are approved by the WRA, and also transportation of household goods and personal effects. They will also receive subsistence enroute, and relocation grants in the amount of \$25 cash per person up to a maximum of \$100 for a family for expenses incident to travel and so that no person will arrive at his destination entirely destitute.

Assistance under War Services Program

Pending establishment of self-maintenance or of eligibility to the categorical aids or other general relief, all persons in group (c) are eligible to temporary assistance under the War Services program (Enemy Aliens or Others Affected by a Restrictive Action of the Government). This also includes persons in groups (a) and (b) who become in need of assistance or service.

The standard of assistance should meet subsistence needs, and may include emergency medical care, and allowance should also be made for special needs arising out of the evacuation. It is expected that many persons who may not need continuing assistance will require grants on a temporary basis, especially to provide necessary furniture and household equipment such as bedding, linen, dishes, cooking utensils, etc. It should be borne in mind, however, that this is not a restitution program, but rather that there should be a realistic consideration of the evacuees present needs

War Services Handbook

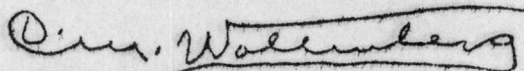
County welfare departments are referred to the War Services Handbook, issued in November 1942.

In Chapter I, applicable sections under "Scope of Enemy Alien Program" and "Operating Procedures" will be revised to include the material in this bulletin.

A recent revision to Chapter III "Financial Policies and Procedures" was issued only to those counties having current Enemy Alien cases. This material, which may now be applicable to all counties and which will be issued in the near future as a Handbook Revision to Sections 31-05 and 31-10, is attached. This chapter is otherwise currently applicable and describes the method of payment and of claiming.

Chapter IV, Reporting Procedures, gives detailed instructions for statistical reporting. Special attention should be given to the revisions to this section which were attached to War Services Handbook Letter No. 8, issued October 5, 1944, and which give instructions for segregation of cases into "War Relocation Authority", "Immigration and Naturalization", and "Other". Counties should report as cases all individuals or families in whose behalf an investigation is made or service otherwise given, even though there is no direct contact with the individual or family. War Services Data Forms (WS 9) should be completed for such case and they should be included in the monthly statistical report WS 7.

Very sincerely yours,



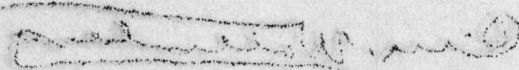
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

In Chapter I, "Introduction," the section under "Background" will be revised to include the material on the "Operating Procedures" and "Operating Procedures" will be revised to include the material on the "Background".

A recent revision to Chapter III, "Theoretical Foundations," has been made. The revision is limited only to those sections dealing with the theoretical foundations of the program. The revision is limited only to those sections dealing with the theoretical foundations of the program. The revision is limited only to those sections dealing with the theoretical foundations of the program.

Chapter IV, "Operating Procedures," gives detailed instructions for the use of the program. Special attention should be given to the instructions for the use of the program. Special attention should be given to the instructions for the use of the program. Special attention should be given to the instructions for the use of the program. Special attention should be given to the instructions for the use of the program.

Very sincerely yours,



CHARLES M. HOLLISTER, Director
Department of Social Welfare

Sacramento
October 13, 1944

Dear

We have attached a sample of War Services Assistance Affidavit Forms WS-1 CW (DFA) and WS-1 EA (DFA), and a sample of War Services Assistance Claim Forms WS-2 CWA (DFA) and WS-2 EA (DFA). A supply of these forms will follow.

Please note that Forms WS-1 EA and WS-2 EA, which are to be used for reporting expenditures for Enemy Alien Assistance, have been revised to include the type of case being reported as well as the object classification of the case. Space has been provided on these forms for segregating "War Relocation Authority" cases, "Immigration and Naturalization Services" cases, and "Other". This additional information is now required by the Social Security Board. Will you please use these new forms for reporting all Enemy Alien Assistance expenditures incurred on or after July 1, 1944.

The War Services Handbook is being revised to include these changes.

There has been no change in the method of reporting Civilian War Assistance cases, or in reporting county administrative expenditures for War Services programs.

Very truly yours,

CHARLES M. WOLLENBERG, Director

By

Paul J. Traynor, Supervisor
Division of Audits

333:a7
Attach.

WAR SERVICES ASSISTANCE AFFIDAVIT - CIVILIAN WAR

FROM _____ COUNTY _____

FOR THE MONTH ENDING _____, 19____ FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

AMOUNT DUE FOR ASSISTANCE PAID

1. TOTAL AMOUNT OF ASSISTANCE PAID DURING THE MONTH..... \$ _____
(SAME AS TOTALS OF ITEMS A, B, C, AND D OR TOTAL OF COLUMN 5, FORM WS-2 CW (DFA))
- A. MAINTENANCE (SAME AS TOTAL OF COL. 6, FORM WS-2 CW (DFA))..... \$ _____
- B. MEDICAL SERVICES (SAME AS TOTAL OF COL. 7, FORM WS-2 CW (DFA))..... \$ _____
- C. TRANSPORTATION (SAME AS TOTAL OF COL. 8, FORM WS-2 CW (DFA))..... \$ _____
- D. OTHER (SPECIFY) (SAME AS TOTAL OF COL. 9, FORM WS-2 CW (DFA))..... \$ _____
(BURIAL) _____

2. AMOUNT OF REFUNDS..... \$ _____
3. AMOUNT OF CANCELLATIONS..... \$ _____
4. TOTALS OF ITEMS 2 AND 3..... \$ _____
5. TOTAL NET ASSISTANCE EXPENDITURES DURING THE MONTH (ITEM 1 MINUS ITEM 4)..... \$ _____

AMOUNT FOR REPORTING PURPOSES ONLY

6. TOTAL OBLIGATIONS INCURRED BUT NOT YET PAID (REIMBURSEMENT WILL NOT BE MADE BY THE STATE DEPARTMENT OF SOCIAL WELFARE UNTIL OBLIGATIONS HAVE BEEN PAID)..... \$ _____

STATE OF CALIFORNIA

COUNTY OF _____ } SS

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THE ABOVE EXPENDITURES WERE MADE AND/OR FUNDS WERE ENCUMBERED UNDER AUTHORITY OF AND FOR THE PURPOSES SET FORTH IN PRESIDENTIAL ALLOTMENTS 42-74 AND 42-105, DATED FEBRUARY 6, 1942, AND MARCH 23, 1942, RESPECTIVELY, AND IN ACCORDANCE WITH ANY LEGISLATION OR FURTHER ALLOTMENTS, INSTRUCTIONS AND STANDARDS ISSUED THEREUNDER. THIS IS TO CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF THE EXPENDITURES AND/OR ENCUMBRANCES AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____

TITLE _____

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE _____

I HEREBY CERTIFY, THAT WARRANTS COVERING THE ABOVE, HAVE BEEN ISSUED AND/OR FUNDS ENCUMBERED AND THAT RECORDS SHOWING SUCH DISBURSEMENTS AND/OR ENCUMBRANCES ARE AVAILABLE FOR AUDIT OR OTHER INSPECTION AND APPROPRIATE ACCOUNTING IS MADE OF ALL RECEIPTS AND DISBURSEMENTS REGARDING THIS PROGRAM.

SIGNATURE OF COUNTY AUDITOR

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST ACCOMPANYING DOCUMENTARY EVIDENCE AND, SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS

DATE _____

I HEREBY CERTIFY THAT THERE ARE SUFFICIENT FEDERAL FUNDS AVAILABLE IN THE SOCIAL WELFARE FUND: RESERVE FOR CIVILIAN WAR ASSISTANCE, TO FINANCE PAYMENT OF THE AMOUNT OF \$ _____ AS SHOWN IN ITEM 5.

DEPARTMENTAL ACCOUNTING OFFICER

DATE _____

WAR SERVICES ASSISTANCE AFFIDAVIT - ENEMY ALIEN

FROM _____ COUNTY

FOR THE MONTH ENDING _____, 19____ FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

AMOUNT DUE FOR ASSISTANCE PAID

1. TOTAL AMOUNT OF ASSISTANCE PAID DURING THE MONTH..... \$ _____
-
- (SAME AS TOTALS OF ITEMS A, B, C, AND D OR TOTAL OF COLUMN 5, FORM WS-2 EA (DFA))

	WAR RELOCATION AUTHORITY	IMMIGRATION AND NATURALIZATION SERVICE	OTHER	TOTAL
A. MAINTENANCE (SAME AS TOTAL OF COL. 6, FORM WS-2 EA (DFA))	\$ _____	\$ _____	\$ _____	\$ _____
B. MEDICAL SERVICES (SAME AS TOTAL OF COL. 7, FORM WS-2 EA (DFA))	_____	_____	_____	_____
C. TRANSPORTATION (SAME AS TOTAL OF COL. 8, FORM WS-2 EA (DFA))	_____	_____	_____	_____
D. OTHER (SPECIFY) (SAME AS TOTAL OF COL. 9, FORM WS-2 EA (DFA))	_____	_____	_____	_____
(BURIAL)	_____	_____	_____	_____
2. AMOUNT OF REFUNDS.....	_____	_____	_____	_____
3. AMOUNT OF CANCELLATIONS.....	_____	_____	_____	_____
4. TOTAL OF ITEMS 2 AND 3.....	_____	_____	_____	_____ \$ _____
5. TOTAL NET ASSISTANCE EXPENDITURES DURING THE MONTH (ITEM 1 MINUS ITEM 4).....	_____	_____	_____	_____ \$ _____

AMOUNT FOR REPORTING PURPOSES ONLY

6. TOTAL OBLIGATIONS INCURRED BUT NOT YET PAID (REIMBURSEMENT WILL NOT BE MADE BY THE
-
- STATE DEPARTMENT OF SOCIAL WELFARE UNTIL OBLIGATIONS HAVE BEEN PAID)..... \$ _____

STATE OF CALIFORNIA

COUNTY OF _____ } ss

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THE ABOVE EXPENDI-
TURES WERE MADE AND/OR FUNDS WERE ENCUMBERED UNDER AUTHORITY OF AND FOR THE PURPOSES SET FORTH IN THE "LABOR-
FEDERAL SECURITY APPROPRIATION ACT, 1945" AND IN ACCORDANCE WITH ANY LEGISLATION OR FURTHER ALLOTMENTS, INSTRU-
CTIONS AND STANDARDS ISSUED THEREUNDER. (THIS IS TO CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF THE EXPENDI-
TURES AND/OR ENCUMBRANCES AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED.)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____

TITLE _____

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE _____

I HEREBY CERTIFY, THAT WARRANTS COVERING THE ABOVE, HAVE BEEN ISSUED AND/OR FUNDS
ENCUMBERED AND THAT RECORDS SHOWING SUCH DISBURSEMENTS AND/OR ENCUMBRANCES ARE AVAILABLE FOR AUDIT OR OTHER IN-
SPECTION AND APPROPRIATE ACCOUNTING IS MADE OF ALL RECEIPTS AND DISBURSEMENTS REGARDING THIS PROGRAM.

SIGNATURE OF COUNTY AUDITOR

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST ACCOMPANY-
ING DOCUMENTARY EVIDENCE AND, SUBJECT TO FIELD AUDIT,
IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS

I HEREBY CERTIFY THAT THERE ARE SUFFICIENT FEDERAL
FUNDS AVAILABLE IN THE SOCIAL WELFARE FUND: RESERVE
FOR ENEMY ALIEN ASSISTANCE, TO FINANCE PAYMENT OF THE
AMOUNT OF \$ _____ AS SHOWN IN ITEM 5.

DEPARTMENTAL ACCOUNTING OFFICER

STATE OF CALIFORNIA

COUNTY _____

WAR SERVICES ADMINISTRATIVE EXPENSE AFFIDAVIT

PROGRAM _____

(INCLUDE ADMINISTRATIVE EXPENDITURES FOR ONE PROGRAM ONLY)

FOR THE MONTH ENDING _____, 19____ FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

AMOUNT DUE FROM FEDERAL FUNDS FOR WAR SERVICES ADMINISTRATION ON THE ABOVE PROGRAM

1. SALARIES AND WAGES \$ _____
2. MAINTENANCE AND OPERATION. \$ _____
3. CAPITAL OUTLAY \$ _____
4. TOTAL ADMINISTRATIVE EXPENDITURES DURING MONTH \$ _____

STATE OF CALIFORNIA

COUNTY _____) ss

_____, BEING DULY SWORN, DEPOSES AND SAYS: THE ABOVE EXPENDITURES WERE MADE AND/OR FUNDS WERE ENCUMBERED UNDER AUTHORITY OF AND FOR THE PURPOSES SET FORTH IN PRESIDENTIAL ALLOTMENTS 42-74 AND 42-105, DATED FEBRUARY 6, 1942, AND MARCH 23, 1942, RESPECTIVELY, AND IN ACCORDANCE WITH ANY LEGISLATION OR FURTHER ALLOTMENTS, INSTRUCTIONS AND STANDARDS ISSUED THEREUNDER. THIS IS TO CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF THE EXPENDITURES AND/OR ENCUMBRANCES AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____, 19____
TITLE _____
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE
TITLE _____

I HEREBY CERTIFY, THAT WARRANTS COVERING THE ABOVE HAVE BEEN ISSUED AND/OR FUNDS ENCUMBERED, AND THAT RECORDS SHOWING SUCH DISBURSEMENTS AND/OR ENCUMBRANCES ARE AVAILABLE FOR AUDIT OR OTHER INSPECTION AND APPROPRIATE ACCOUNTING IS MADE OF ALL RECEIPTS AND DISBURSEMENTS REGARDING THIS PROGRAM.

SIGNATURE OF COUNTY AUDITOR

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST ACCOMPANYING DOCUMENTARY EVIDENCE AND, SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS
DATE _____

I HEREBY CERTIFY THAT THERE ARE SUFFICIENT FEDERAL FUNDS AVAILABLE IN THE SOCIAL WELFARE FUND: RESERVE FOR _____, TO FINANCE PAYMENT OF THE AMOUNT OF \$ _____ AS SHOWN IN ITEM 4.

DEPARTMENTAL ACCOUNTING OFFICER
DATE _____

(SEE REVERSE SIDE FOR INSTRUCTIONS)

(SEE INSTRUCTIONS ON REVERSE SIDE)

NAME OF COUNTY OFFICIAL _____
DATE _____

NAME OF COUNTY OFFICIAL _____
DATE _____

INSTRUCTIONS FOR FILLING OUT FORM WS-3 (DFA)

THIS FORM IS TO BE FILLED OUT BY THE COUNTY OFFICIALS OF THE COUNTY OF _____, STATE OF _____, FOR THE MONTH OF _____, 19____.

AT THE TOP OF THE FORM INSERT THE PROPER PROGRAM (I.E., ENEMY ALIEN OR CIVILIAN WAR ASSISTANCE) FOR WHICH ADMINISTRATIVE EXPENDITURES ARE BEING CLAIMED. ALSO INSERT THE COUNTY NAME AND MONTH COVERED IN THE SPACES PROVIDED.

AMOUNT DUE FROM FEDERAL FUNDS FOR WAR SERVICES ADMINISTRATION

ITEM 1. SALARIES AND WAGES

REPORT HERE THE TOTAL AMOUNT OF ADMINISTRATIVE EXPENDITURES FOR WAR SERVICES PROGRAMS AS INCLUDED IN COLUMN 5 OR COLUMN 13 OF FORM DFA 64, "ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION OF EXPENDITURES (FOR SALARIES AND WAGES ONLY)."

ITEM 2. MAINTENANCE AND OPERATION

REPORT HERE THE TOTAL AMOUNT OF ADMINISTRATIVE EXPENDITURES FOR WAR SERVICES PROGRAMS FOR MAINTENANCE AND OPERATION AS INCLUDED IN COLUMN 4 OR COLUMN 12 OF FORM DFA 64A, "ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION OF EXPENDITURES (FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY)."

ITEM 3. CAPITAL OUTLAY

REPORT HERE THE TOTAL AMOUNT OF ADMINISTRATIVE EXPENDITURES FOR WAR SERVICES PROGRAMS FOR CAPITAL OUTLAY AS INCLUDED IN COLUMN 4 OR COLUMN 12 OF FORM DFA 64A, "ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION OF EXPENDITURES (FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY)."

ITEM 4. TOTAL ADMINISTRATIVE EXPENDITURES DURING MONTH

REPORT HERE THE SUM OF ITEMS 1, 2, AND 3.

THE AFFIDAVIT SHALL BE DATED AND SIGNED BY THE PROPER COUNTY OFFICIALS IN THE SPACES PROVIDED.

STATE OF _____

1. COUNTY OF _____
2. COUNTY OF _____
3. COUNTY OF _____
4. COUNTY OF _____

WITNESSED AND SIGNED BY THE PROPER COUNTY OFFICIALS ON THE _____ DAY OF _____, 19____.

NAME OF COUNTY OFFICIAL _____

10

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____

NAME OF COUNTY OFFICIAL _____
NAME OF COUNTY OFFICIAL _____
NAME OF COUNTY OFFICIAL _____

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 16, 1945

DEPARTMENT BULLETIN NO. 246 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Resettlement Assistance

The Social Security Board has sent us further material clarifying policies on Resettlement Assistance. This material, which is part of a Handbook revision not yet ready for release, is of immediate importance in handling current referrals from the War Relocation Authority.

GENERAL STATEMENT

Resettlement Assistance is a part of the war services program which provides assistance to various groups of persons affected by restrictive action of the government. Because the need of many of the Japanese now requiring assistance is due to restrictive action of government, the Federal Government has assumed responsibility to assist the evacuees to reestablish themselves with a minimum of hardship. Resettlement assistance, like other programs financed by public funds, must be available to all persons who are in need of assistance.

The United States Supreme Court decision, while confirming the responsibility of the Army to remove the Japanese from the West Coast because of military necessity, rendered the decision that the evacuees could not be held. In view of the fact that evacuees can no longer be retained, the WRA has set a deadline date for closing the centers, which is December 31, 1945. This means that there should be a constant flow of families from the centers in order to avoid a last minute mass movement. Such a movement would place an undue hardship upon local public welfare departments. Every effort possible should therefore be made to speed the acceptance of referrals.

SCOPE AND PURPOSE OF RESETTLEMENT ASSISTANCE AND SERVICES

1. Resettlement assistance, intended for purposes of rehabilitation, should be sufficiently flexible to permit meeting special needs of evacuees, or needs arising out of resettlement for which local resources are not available to them. It is recognized that public welfare agencies may not have made provision in their regular programs for meeting special needs such as those encountered by a relocated family in getting settled. Likewise, special problems relating to the consideration of resources may arise under this program which may require greater flexibility than is

established by policy in relation to the regular programs cause of the wide variation in both the needs and resources of this group, State agencies should establish policies for meeting those special needs which are both reasonable for persons affected by restrictive action of the Government and are yet justifiable from the agency's standpoint. Against these standards, need should be determined on an individual case basis in relation to the best interests of the persons involved.

2. Resettlement assistance and/or services should be used as extensively as necessary in helping evacuees to reestablish for themselves a normal family life, and all the best skills in counselling and planning should be utilized in making their resettlement effective. Administrative costs of resettlement assistance and services are chargeable to funds under this program. The State public welfare agency will be entitled to reimbursement for all appropriate expenditures and obligations incurred in good faith under this program.

Use of Regular Welfare Programs

Resettlement assistance is available only temporarily to persons returning to their county of residence, since it is expected that financial assistance and other services, including medical care, will be available to them on the same basis as to other residents of the community. Where it seems evident that continued assistance will be needed, eligibility for the regular categorical assistance programs or general assistance should be established as soon as possible. If immediate financial assistance is needed pending receipt of categorical assistance and if general assistance is not immediately available, resettlement assistance may be used during this interim period.

When an evacuee is eligible for and receives assistance under a regular welfare program in the community, in order to meet special needs resulting from governmental restrictive action supplementary aid may be given under resettlement assistance to meet expenses involved in reestablishment of the individual or family group such as medical care and other special needs for which resources in the community are not available to evacuees. However, this program should not, in general, be used to supplement the usual maintenance standards of other welfare programs.

3. Resettlement assistance, like other programs financed by public funds, should be available to all persons who are in need of assistance and/or services provided for this group and who are eligible; services should be available whether or not financial assistance is needed. While earlier policies of the War Relocation Authority permitted the return of evacuees to the relocation centers when they did not adjust in the community or met with difficulty, under present policies no return to a center will be approved for such reasons as the evacuee's ill health, or because he is unable to make a satisfactory relocation adjustment. It is, therefore, all the more important that resettlement assistance and/or services be available to all eligible persons regardless of the difficulty of their problems, and that all community resources be utilized to the fullest extent possible in facilitating the readjustment of evacuees.

RESETTLEMENT ASSISTANCE PROGRAM

1. Reestablishment of Household

In line with the intent of resettlement assistance to facilitate the readjustment of evacuees, either in their former communities or in new communities, resettlement assistance may include provision for expenses

incurred in the purchase of essential furniture, and other related costs of setting up a housekeeping unit in a new community, or in reestablishing a home in a former community. Such expenses may include essential furniture, bedding, cooking and cleaning equipment and supplies, or replacement of any of these items, although only the minimum requirements for housekeeping should be included. Where equipment and furnishings are obtainable, a lump-sum to cover the essential items may be given to the family to make its own purchases. It would be expected, in general, that for the average size family \$200-\$300 would be a suitable amount for these expenses. These figures would, of course, need modification for large families or for those who are completely destitute. Where possible, community resources should be utilized in making essential equipment available, and the services of other interested agencies coordinated with financial assistance and services provided by the public welfare agency.

Because of the housing shortage, advance rent may also be provided under resettlement assistance, when necessary.

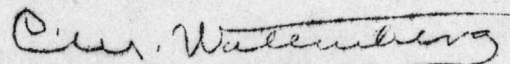
2. Clothing

Additional clothing needed because of change in climate or work conditions may in some instances be essential to the rehabilitation of evacuees. Although evacuees received a small cash allowance for clothing at the center, they were usually not able to obtain more than the minimum essentials from the center store and, therefore, may not have appropriate clothing for colder climates or work activity when they arrive at their destination. Resettlement assistance may be used, where necessary, to meet such clothing needs. In addition to meeting initial clothing needs, resettlement assistance may also be used for continuing clothing needs.

3. General Maintenance

No resources should be anticipated from restitution for losses, since, at present, claims for restitution can only be presented to Congress. Assignments on property or insurance should not be required. Also, since the initial grant of \$25 given to the evacuee by the War Relocation Authority before leaving the center may be needed by the evacuee for immediate personal needs on arrival in the community, this money should not usually be considered a resource for reestablishment of the household or for general maintenance. Likewise, if the family has resources and there is evidence that they plan to use these resources for their reestablishment in business or in other ways to enable them to become self-supporting, such resources should be protected for this purpose and not required to be used for current maintenance needs. However, if the family has no specific plans for the use of its resources to facilitate rehabilitation, it should be expected that these funds would be used for reestablishment of the household or for general maintenance.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 27, 1945

DEPARTMENT BULLETIN NO. 247 (Gen)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Policy Statement Clarifying the Use of
Administrative Expense Funds Granted
Under Titles I, IV, and X of the
Social Security Act

The Social Security Board on October 3, 1944, approved a statement clarifying the use of funds granted under Titles I, IV, and X of the Social Security Act for payment to county agencies other than the Welfare Department for certain services or facilities.

The additional expenditures which may now be included in monthly administrative expense claims are warrants, postage and envelopes.

Because of the variance in accounting procedures followed in the various counties three alternate methods of claim are provided. These are as follows:

1. Where the county has a separate unit comprised of personnel who do nothing but prepare assistance warrants the total cost of salaries may also be added to the actual cost of warrants, postage and envelopes in determining the individual unit cost for each warrant.
2. Where the county welfare department prepares the assistance warrants and where the expenditures are made out of their appropriation it is only necessary that such additional expenses be included in their administrative expense claims.
3. In those counties where the county auditor and/or his deputy prepare the aid warrants it is recommended that only the cost of the warrants, postage and envelopes be included in the claim and no time be charged. If, however, the county auditor and/or his deputy feel that claim should be made, a salary charge will be allowed if such person or persons maintain the prescribed time study which necessarily will be subsequently audited by State and Federal auditors.

Factors that may be considered in this unit cost are the costs of printed warrants, envelopes, postage, the personal services expended in writing, addressing, stamping and mailing them.

Extreme caution should be exercised by the county auditors or controllers in the method of presenting their monthly bills to the welfare department for inclusion in their administrative expense claims. As you know, Federal reimbursement for Old Age Security administrative costs is allowed on the basis of 3% of the amount of Federal aid spent for the month. At the present time our records indicate that all counties are now expending more than the amount of reimbursement received. For Aid to the Blind and Aid to Dependent Children the amount of Federal reimbursement is 50% of the cost allowed to each program. Therefore, if the county auditor or controller effects a charge against the appropriation of the welfare department for the total expenditure for warrants, postage and envelopes, the

welfare appropriation will be reduced by the grand total of such expenditures. The amount of reimbursement, however, will be minor because of the fact that no additional reimbursement may be received for Old Age Security and only one-half of the cost allocated to Aid to the Blind and Aid to Dependent Children will be reimbursable. Therefore, the welfare appropriation could be seriously impaired if they are charged in total for the cost of such expenditures. There would be no problem, however, in those instances where the costs of warrants, postage and envelopes are included in the welfare appropriation.

A possible solution would be for the county auditor to notify the county welfare department by memorandum. The expenditure could then be included in the Welfare department's claim and the reimbursement revert to the general fund. It is not necessary that a transfer of funds actually be made between the agencies concerned.

It is required that costs as enumerated above, claimed for Federal participation, be on the basis of pre-determined unit costs. The totals of such costs would then be treated as direct charges to the programs involved. For example, the cost of one warrant is determined and this unit cost is then multiplied by the total number of warrants issued, by aids. The resulting total is then added to the envelopes and postage cost. The grand total then represents the direct charge to each aid (unless Salaries and Wages are also added).

The accounting records of the local welfare departments will need to contain data supporting amounts claimed for Federal matching. These data should reflect such information as: the identity of the department supplying the goods or facilities, or performing the service; the amount involved; the type and quantity of goods, facilities, and services furnished; the basis for determining the amount; whether the funds were transferred; and an approval by the public assistance agency. This documentation will be reviewed in the audit of public assistance expenditures.

THESE PROVISIONS ARE EFFECTIVE OCTOBER 3, 1944.

Current claims shall be shown on the monthly administrative worksheets as direct charges to Old Age Security, Aid to the Blind and Aid to Dependent Children under Maintenance and Operation.

Special forms are being developed which will greatly facilitate preparation and filing of claims by the individual counties. A supply will be mailed immediately upon approval and completion.

Counties desiring to file retroactive claims shall notify the State Department of Social Welfare so that proper instructions may be issued and possible subsequent fiscal exceptions avoided.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Sacramento
April 4, 1945

DEPARTMENT BULLETIN NO. 248 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Fiscal Procedures for War Services Programs: Civilian War Assistance, Enemy Aliens and others Affected by Restrictive Governmental Action

For the purpose of making payments under the War Services Programs two alternate methods can be followed. It is necessary, however, that each county follow one of the two methods and not a combination of both for a single program. It is permissible, however, for a county to use the revolving or trust fund method for one program and the reimbursement method for the other. A combination of the two methods cannot be used, however, on only one program.

The procedures are as follows:

1. REVOLVING OR TRUST FUND: Upon application to the State Department of Social Welfare arrangements can be made for the advance of Federal funds in the amount estimated by the county as necessary to make payments for each quarterly period. Upon receipt of this amount a special revolving or trust fund will be established and operated by the county on an imprest basis. Under this system the funds are replenished when the need exists, for exactly the amount of expenditures made from the fund upon presentation of satisfactory evidence of such disbursements. Reimbursement will be made through regular claim procedure. Claims for reimbursement are to be made monthly.

2. REIMBURSEMENT BASIS: Where expenditures are made from county funds the regular claim procedure will be followed and reimbursement will be made by this Department to the counties in the verified amount as represented by their claims.

Where method one is followed it will be necessary that the welfare director or employee designated as paymaster or trustee be bonded in an amount equal to or in excess of the revolving or trust fund, unless already bonded in an amount which will adequately protect Federal Funds. The actual disbursements should be made by a person other than the one authorizing the assistance. It will also be necessary that an agreement be entered into between the county and the State Department of Social Welfare whereby the paymaster or trustee is designated as the official or employee responsible for the safekeeping of the amounts advanced, accounting for expenditures made, and the return intact of the amount of the revolving or trust fund upon the expiration of the agreement or when notified by the State Department of Social Welfare. The amount of bond shall also be stipulated in the agreement. These agreements will be furnished by the State Department of Social Welfare upon request.

Where method two is followed no change in procedure is necessary inasmuch as expenditures have been made under this program for considerable past periods and counties are fully aware of the financial policies and procedures applicable thereto.

It is requested that all counties anticipating current and future expenditures under the War Services Programs notify this Department immediately as to which procedure they wish to follow.

Very sincerely yours,

Chas. Wallenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

One copy in book case to be inserted.

Earl Warren
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR
Sacramento 14
June 1, 1945

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

JOHN C. CUNEO
922 J STREET
MODESTO

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

GERALD C. KEPPEL
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr.. Jordan:

Attached are three copies of the following regulations,
currently effective, made by the State Department of Social
Welfare.

MANUAL LETTER NO. 79

These regulations are filed in accordance with Article 21 of
Chapter 3 of Title 1 of Part 3 of the Political Code as
amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

RECEIVED
SACRAMENTO, CALIF.

1945 JUN 5 AM 9 08

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

FILED

In the office of the Secretary of State
of the State of California

JUN 5 - 1945

FRANK M. JORDAN, Secretary of State

By

Frank M. Jordan
Assistant Secretary of State

MAIN OFFICE
616 K Street
Sacramento

LOS ANGELES OFFICE
Washington Building
311 South Spring Street

SAN FRANCISCO OFFICE
David Hewes Building
995 Market Street

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 1, 1945

1298

FILED
In the office of the Secretary of State
of the State of California

JUN 5 - 1945

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

MANUAL LETTER NO. 79

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the four chapters as follows:

Welfare Personnel Standards	Revision 58
Citizenship	Revisions 1 and 2
Investigation and Decision	Revisions 96 thru 98
Financial Procedures	Revision 98
Form Index and Separator	

These revisions were approved by the Social Welfare Board on May 24, 1945.

Sec. 628-06, Claim for Warrants Issued in Lieu of Cancelled Warrants, as revised, simplifies the procedure so that warrants issued in lieu of cancelled warrants may be reported on a supplemental payroll the same as retroactive payments instead of having to report them as credit cancellations.

Secs. 117-25, Proof of Derivative Citizenship Through Marriage, 117-60, Voter's Registration as Proof, and 236-00, Instructions for Summary of Information from Review of Documentary Evidence, have been revised to incorporate specific references to sources of verification.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

073-00 (Continued)

073-00

shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. Examining agency shall also maintain Statewide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, provided, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days, or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, examining agency with approval of the SSWB may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for class in which vacancy exists. (W&IC 119.5, 119.6; FSSB)

073-05 DURATION OF ELIGIBLE LISTS

073-05

WPS

Each eligible list shall remain in effect at least one year from the date of its establishment and thereafter until exhausted or replaced by a more recently prepared list for the class.

An eligible list may be deemed by examining agency to be exhausted if fewer than three available eligibles remain on the eligible list.

Notice of intention to abolish an eligible or promotional eligible list upon completion of a new examination shall be sent to all eligibles whose names appear upon the list to be abolished.

It shall be the duty of the SDSW to notify examining agency as far in advance as possible of vacancies which may occur in a county agency. Within these rules, examining agency shall be responsible for determining adequacy of existing eligible lists and for establishment and maintenance of appropriate eligible lists for all positions in the agencies exclusive of exempt positions. (W&IC 119.5, 119.6)

072-30 EXAMINATION RECORDS
WPS**072-30**

All examination papers submitted by competitors are property of the examining agency and are confidential records which shall be open to inspection only for such purpose and under such conditions as follows:

1. On written request to the examining agency, any competitor may within thirty days after the date on which the Notification of Test Results of such examination was mailed to him inspect his papers at such time and place and under supervision of such person as examining agency may designate.
2. A competitor's papers shall be open to inspection only by the competitor himself, or his attorney upon written authorization of such competitor. The application form of eligibles certified to fill vacancies may be inspected by the appointing authority to whom such eligibles have been certified or by his authorized representative.
3. Unauthorized copying of questions or answers by any person from any paper made available for inspection is forbidden and may result in cancellation of eligibility and disbarment from future examinations.
4. Examining agency may approve such conditions as to time, place, manner, and frequency of inspection as in its judgment may be necessary to prevent abuse of this privilege.

Applications and other necessary examination records shall be kept during the life of the eligible list. Examination records of appointees shall be kept a reasonable period of time, but examination records of other applicants, not appointed may be destroyed thirty days after the eligible list expires or in accordance with practice of examining agency.

All notices of changes of address shall be filed by applicants and eligibles with examining agency. (W&IC 119.5, 119.6)

073-00 ESTABLISHMENT OF ELIGIBLE LISTS
WPS**073-00**

After each examination, examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical their names shall be arranged on eligible list in the order of their ratings on the chief essential of the examination.

In order to assist county agencies in appointing county residents to positions whenever possible, examining agency shall establish eligible lists containing names of eligibles who reside within a given county. Examining agency

(Section Continued on Next Page)

117-20 PROOF OF DERIVATIVE CITIZENSHIP THROUGH PARENTS**117-20**

Proof of the parents' citizenship is necessary when a person born in a foreign country claims citizenship because his parents were citizens.

In all cases where citizenship has been derived through a parent's naturalization or resumption of citizenship, it is necessary to prove:

- (a) Naturalization or resumption of citizenship of parent.
- (b) That applicant was a minor at time parent was naturalized or resumed citizenship.
- (c) If there is reason to doubt that the applicant is the child of the parent who was naturalized, or who resumed citizenship, his identity as the child of the parent shall be established.

117-25 PROOF OF DERIVATIVE CITIZENSHIP THROUGH MARRIAGE**117-25**

The citizenship of a foreign-born woman who claims citizenship through marriage is established by determining that:

- (a) The marriage took place prior to September 22, 1922; and,
- (b) The husband was of native birth or was naturalized prior to September 22, 1922.

Proof of marriage is established by the marriage certificate (a license to marry is not proof that the marriage occurred). In California after the marriage is solemnized the marriage license and the marriage certificate are recorded with the county recorder. Therefore, if the marriage certificate cannot be seen, information may be secured from the county recorder in the county in which the marriage was performed. The records of the minister who performed the marriage, or the records of the church in which the marriage occurred may be used to establish the marriage.

Verification of a divorce by presentation of the final divorce decree or by the divorce records is also accepted as proof of marriage. This information also can be obtained from the county clerk of the county in which the divorce was secured.

Proof that common-law marriage was recognized in a state in which the couple lived prior to September 22, 1922, and that the couple lived there in such relationship prior to that date, establishes marriage.

When it is definitely known that the marriage records have been destroyed, certain supporting evidence to establish the marriage may be used as proof that a foreign-born woman gained citizenship by marriage. Such supporting evidence might include a record in which the applicant was designated as the wife, such as a census, naturalization, or death record, a property deed or passport record.

Birth records of children in which the parents are named do not, by themselves, establish marriage of the parents, but may in the absence of conflicting information be used as evidence to support other documents which tend to establish marriage.

(Section Continued on Next Page)

117-10 (Continued)

117-10

If proof of native birth is required, a birth certificate is the best possible evidence.

A baptismal record is acceptable proof of native birth if the record is on the official letterhead of the church and signed by a church official, or bears the church seal, provided the record gives the place of birth as well as the place of baptism. The record of a baptism which occurred when the applicant was a child is of greater weight in cases of conflicting evidence than the record of a baptism occurring in later years.

Other types of evidence which may support a claim of native birth include the following:

Census records	Employment records
Registration to vote	Witness to another's application for citizenship
Passport	Marriage certificate
Homestead papers	Military and naval records
Seaman's papers	Draft board records
Civil Service papers	Family genealogical records
Court records	History of locality
Insurance policies	Birth certificate of applicant's child
Bank records	Lodge, fraternal or trade union organization records
Social agency records	Church records, other than baptism
Public institution records	Automobile operator's license
Private institution records	Physician's records
Newspaper records	Affidavit
School records	
Family Bible records	

For a further discussion of these types of proof, see Secs. 117-60 through 117-87. For the limitations placed on the use of these types of evidence, see appropriate sections in the chapter on age, Secs. 105-00 through 111-00.

117-15 PROOF OF CITIZENSHIP WHEN FOREIGN-BORN

117-15

Definite proof of citizenship shall be obtained if citizenship is claimed on the basis of any of the following:

- (1) Derivative citizenship, through parents' citizenship
- (2) Derivative citizenship, through marriage
- (3) Naturalization, individual
- (4) Naturalization, collective.

117-30 (Continued)

117-30

4. If the marriage was to an alien ineligible to citizenship and occurred between September 22, 1922, and March 3, 1931, repatriation is established by:

- (a) Proof of woman's naturalization after March 3, 1931.

5. By proof of annulment of the marriage at any time.

Repatriation of a citizen who was expatriated by affirmative act other than marriage, such as the taking of an oath of allegiance to a foreign power, naturalization in a foreign state, or formal renunciation of citizenship, is established by court record of:

1. Naturalization; or,
2. Formal oath of allegiance before a court exercising naturalization jurisdiction, when such procedure is authorized by statute.

117-40 PROOF OF NATURALIZATION

117-40

Naturalized citizens can usually present their certificates of naturalization. If the certificates are not available, information regarding naturalization prior to September 27, 1906, may be secured by correspondence with the clerk of the court in which the naturalization occurred. Information from naturalization records since September 27, 1906, may be secured from the office of the District Director of the Immigration and Naturalization Service, which has jurisdiction over the place of the naturalization. Letters should not be sent to the Immigration and Naturalization Service in Washington, D. C.

No Federal records of naturalization were kept prior to September 27, 1906, and there was no Federal control of naturalization until that time. Except for the four-year period, 1798-1802, each court having naturalization jurisdiction judged for itself how the laws should be administered and how records should be kept. A lack of uniformity as to the form of naturalization certificates resulted.

The commissioner of naturalization has been authorized to issue a new certificate of naturalization in place of one which has been lost or destroyed, regardless of whether the original was granted in a State or Federal court and regardless of whether it was before or after June 29, 1906.

An alien admitted to U. S. citizenship after September 27, 1906, received a certificate of naturalization showing his signature and certain items of description (age, height, color of eyes, name and age of wife and children, etc.). Certain data as to marital status and children were not included in certificates of naturalization after 1922. An alien admitted to citizenship after July 1, 1929, received a certificate of citizenship which also bears a signed photograph of the naturalized person. Copies of such certificates (and photographs) are on file in the office of the Immigration and Naturalization Service. (SEE SEC. 117-60, VOTER'S REGISTRATION AS PROOF.)

Naturalization is a matter of court record and the record is the only evidence which is accepted unless it can not be obtained because of its physical destruction or for some other valid reason.

117-25 (Continued)

117-25

Personal affidavits may be used as proof of marriage only when reasonable effort to secure documentary evidence has been unproductive. The affiant must be one who acted as a witness at the marriage ceremony or who otherwise has knowledge that the marriage was a fact. The body of the affidavit must clearly set forth names of the contracting parties and the specific facts upon which the affiant's knowledge of the marriage is based. The affidavit of the spouse of the applicant may not be accepted.

117-30 PROOF OF REPATRIATION**117-30**

Repatriation of any citizen who has been expatriated shall be established.
(SEE SECS. 116-00 TO 116-70)

Because of the effect of marriage prior to March 3, 1931, on citizenship of women (SEE SEC. 116-20, EXPATRIATION BY MARRIAGE), it is necessary to ascertain from the woman applicant the dates of all marriages and the nationality of each husband. When there is a possibility that a woman citizen lost citizenship, proof that she retained or regained it is necessary.

For the purpose of determining eligibility for OAS, repatriation of a woman citizen who was expatriated solely by marriage to an alien (SEE SEC. 116-20) is established as follows:

1. If the marriage occurred between March 2, 1907, and September 22, 1922, and terminated during that period, repatriation is established by:
 - (a) Proof of husband's naturalization prior to the termination of the marriage; or,
 - (b) Proof of husband's death prior to September 22, 1922; or,
 - (c) Proof of couple's divorce prior to September 22, 1922.
2. If the marriage terminated after September 22, 1922, or, in rare instances, was one whose occurrence prior to March 2, 1907, effected expatriation, repatriation is established by:
 - (a) Proof of the husband's naturalization prior to September 22, 1922; or,
 - (b) Proof of the woman's naturalization after the marriage had terminated or after September 22, 1922; or,
 - (c) Proof of the husband's death or of the couple's divorce together with proof that the woman took a formal oath of allegiance before a court exercising naturalization jurisdiction, or, if outside the U. S., before a diplomatic or consular officer of the U. S.
3. If the woman citizen's marriage to an alien has not terminated, repatriation is established by:
 - (a) Proof of the husband's naturalization prior to September 22, 1922; or,
 - (b) Proof of the woman's naturalization after September 22, 1922.

(Section Continued on Next Page)

117-66 (Continued)

117-66

to September 22, 1922, were allowed to file on a homestead. Prior to June 6, 1912, patents to homesteads were issued to citizens and to those who had declared their intention to become citizens. In any case in which a homestead patent was granted, a statement from the General Land Office, Washington, D. C., of the proof of citizenship furnished by the homesteader may be obtainable.

Prior to 1908, the General Land Office did not keep an alphabetical index of persons to whom homesteads were issued.

117-69 SEAMEN'S PAPERS AS PROOF**117-69**

When the naturalization certificate has been lost or the court record of naturalization is known to have been destroyed, citizenship may be established by certain seamen's papers.

The files covering issuance of identification cards to seamen, issued during the World War period have been turned over to the U. S. Immigration and Naturalization Service and are on file in their local offices.

Citizen Seamen's identification Cards issued under Section 4588 of the U. S. Revised Statutes in pursuance of the Act of May 22, 1918, substantiate the applicant's claim to citizenship. Such cards issued to outgoing seamen by a customs official and to incoming seamen, by an Immigration Inspector, bear the signature and seal of the issuing officer certifying that the person to whom the card was issued had produced satisfactory proof of citizenship. The picture and thumbprint of the seaman also appear on these cards.

There are several other kinds of marine licenses, such as those issued to seamen on coastwise or harbor vessels and those issued to mates, masters and engineers. As no fixed standard of value can be set for any of them, verification of citizenship shall be secured through a court record. In the absence of such record, a specific statement from the issuing agency of the citizenship proof submitted shall be secured.

117-72 CIVIL SERVICE RECORDS AS PROOF**117-72**

When the naturalization certificate has been lost and the court record of naturalization is known to have been destroyed, the applicant's claim to citizenship may be established through Federal, State or local civil service records. A statement from the proper authority that foreign-born applicants were required to present proof of citizenship on or before the date of employment under Civil Service may be obtainable.

117-75 EMPLOYMENT RECORDS AS PROOF**117-75**

When the naturalization certificate has been lost and the court record of naturalization is known to have been destroyed, it may be possible to establish the applicant's claim to citizenship through employment records. Some industrial concerns employ only citizens and an official statement from the employer of the proof of citizenship presented by the foreign-born employee may be obtainable.

117-78 WITNESS TO APPLICATION FOR CITIZENSHIP AS PROOF**117-78**

If the naturalization certificate has been lost or the court record is known to have been destroyed, the fact that a person has acted as witness for another person who is applying for citizenship, establishes the citizenship of the witness. In the case of a native-born witness, a sworn statement as to native birth is required. A foreign-born citizen who acts as a witness is required to present his own certificate of naturalization.

117-50 PROOF OF CHANGE IN NAME

117-50

There are occasions in which the name appearing on the certificate of naturalization is dissimilar to the name of the applicant. The fact that the applicant is the person to whom the certificate of naturalization was issued must be established. Proof that the name of the citizen to whom the certificate was issued had been changed to that used by the applicant by a court order is proof of identity. In the absence of a legal change in name, other evidence must be secured to establish beyond reasonable doubt that the applicant is the person to whom citizenship was granted.

Variation in the spelling of the name as it appears on a certificate of naturalization and as used by the applicant often exists due to use of diminutives and to the tendency of naturalized citizens to anglicize their names. When it is clear that the name as used is the diminutive or the anglicized spelling of the name under which citizenship was granted, the certificate establishes citizenship of the applicant without further question.

117-60 VOTER'S REGISTRATION AS PROOF

117-60

When the naturalization certificate has been lost and the court record of naturalization is known to have been destroyed, an early record of registration to vote may assist in establishing the applicant's claim to citizenship. Information regarding the date and place of naturalization of the applicant or his parents, if appearing thereon, is considered evidence of citizenship, provided the investigation reveals no information which contradicts or casts doubt on the citizenship status.

The record of naturalization for many persons was destroyed in the San Francisco Fire of 1906. Voters' registration records for persons who claim to have been naturalized in the San Francisco Superior Court prior to 1900, and who registered to vote before that year, may appear in the Index to the Great Register of San Francisco voters. The Immigration and Naturalization Service considers registration as a San Francisco voter in 1898, or prior thereto, as conclusive proof of a claim to naturalization.

The Index to the San Francisco Great Register of voters for 1898 and for preceding registration years, is on file in the State Library in Sacramento.

In Los Angeles and San Francisco counties the index to the Great Register of voters is filed in the office of the registrar of voters. In other counties in California the voting registrations are filed in the office of the county clerk. The State Library should be consulted only when the records are not available in the county offices.

117-63 PASSPORTS AS PROOF

117-63

When the naturalization certificate has been lost and the court record of naturalization is known to have been destroyed, a foreign-born applicant's claim to citizenship may be established by a U. S. passport issued to him. Native-born and foreign-born persons alike, are required to present proof of citizenship when making application for a passport.

117-66 HOMESTEAD PAPERS AS PROOF

117-66

When the naturalization certificate has been lost and the court record of naturalization is known to have been destroyed, it may be possible to establish citizenship through homestead records on file in the General Land Office, Washington, D. C. Since June 6, 1912, homesteads have been issued to citizens only, except that American-born women who lost citizenship through marriage prior

(Section Continued on Next Page)

**235-60 VERIFICATION OF HALF-ORPHAN, ADOPTED BY ONE PERSON
ANC****235-60**

When a child has been adopted by one person such adoption shall be verified:

1. By a certified copy of the court order; or,
2. By examination of the court order in applicant's possession and completion of Summary of Information from Review of Documentary Evidence (Form CA 203); or,
3. By a statement from the adoption agency (in California the Children's Home Society of California or Native Sons and Native Daughters, Central Committee on Homeless Children) giving the date of the court order of adoption. (W&IC 1500, 1560)

Although the adoption petition, relinquishment, agreement, order and any power of attorney and deposition must be filed in the office of the county clerk in California counties in which the adoption is completed, these adoption documents are not open to inspection by other than the parties to the action and their attorneys and the SDSW except upon the written authority of the judge of the Superior Court. (W&IC 1560; CC 227)

The adoption records on file in the SDSW are confidential and are not available to social agencies except upon the written authorization and consent of the parent or petitioner. Verification thru the SDSW should be attempted after written authority has been secured only when other sources have been exhausted. (W&IC 118, 1560; CC 227)

When an adoption is revoked by the court under Sec. 227b of the Civil Code and verification of this fact has been established, eligibility for ANC continues since the child is considered as without parents and therefore a whole orphan. (See SEC. 192-00, CLASSIFICATION OF ORPHAN (W.O.)). (W&IC 1560; AGO NS1600)

**235-65 VERIFICATION IN ABANDONMENT CLASSIFICATION
ANC****235-65**

There are two methods of establishing eligibility under the abandonment classification. (See SEC. 194-00, CLASSIFICATION OF ABANDONED CHILD.)

When there has been court action declaring child abandoned by both parents under Sec. 701 (a) of the W&IC, the county shall obtain a certified copy of the court order, or the worker may complete Instructions for Summary of Information (Form CA 203) summarizing the court record.

When there has been no court action declaring the child an abandoned child, the fact that both parents have abandoned the child for one year and that their whereabouts are unknown to the administrative authorities at the time of application shall be established by the following:

1. Reports of Interviews with relatives.
2. Detailed report in the case record of circumstances surrounding the parents' absence and procedure followed to locate them. (See SEC. 235-45, VERIFICATION IN HQ, W&IC, CLASSIFICATION, FOR SOURCES TO BE USED IN EFFORTS TO LOCATE PARENTS.) (W&IC 1500, 1501, 1560)

**235-50 VERIFICATION OF HALF-ORPHAN, DEPENDENT ILLEGITIMATE
CLASSIFICATION
ANC****235-50**

Classification of Half-Orphan, Dependents Illegitimate Child, Sec. 193-20, outlines in detail the method of establishing eligibility under this classification. The county record shall contain a detailed statement of circumstances concerning parentage and birth of the illegitimate child. If possible, a statement of the mother and alleged father regarding paternity should be secured. Sources listed in Sec. 235-45, HO, WFU Classification, shall be used to locate alleged father. A detailed report of steps taken by the county to locate him shall be in the case record. When there is a verified undissolved marriage of the mother, documentary evidence shall be secured to overcome the presumption of legitimacy. (See Sec. 234-25, PURPOSE OF VERIFICATION OF DIVORCE.) (W&IC 1501, 1560)

**235-55 VERIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO INSTITUTION
CLASSIFICATION
ANC****235-55**

Eligibility under this classification is established as follows:

1. When the parent has been committed to a State or Federal hospital or prison, the county record shall contain:
 - a. Verification from the official records of date of commitment.
 - b. A copy of the county's request for notification by the hospital or prison of any change of status.
2. When a parent has been convicted by a military general court martial and sentenced to a Federal prison or disciplinary barracks, the county record shall contain an official copy of the order of the military tribunal or other written verification from the military authorities. This shall include the date of sentence.

When the parent is on parole or escape from an institution; the county shall attempt to determine the whereabouts and circumstances of the parent.

See Secs. 235-45, HO, WFU Classification, for sources to be used in efforts to locate the parent, and 193-30, Classification of Half-Orphan P.C.I. (W&IC 1501, 1560)

**236-00 INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF
DOCUMENTARY EVIDENCE
OAS**

236-00

Summary of Information from Review of Documentary Evidence (Form Ag 203) shall be in the county file when the original or certified copies of evidence of age, citizenship, or residence are not in the county case record. Important personal documents, such as birth, baptismal, marriage, and citizenship certificates are among the documents which ordinarily should remain in the applicant's possession. Family Bibles or other genealogical records should be returned to the applicant after they have been examined and pertinent information recorded on Form Ag 203.

The pertinent facts to be recorded vary with the type of evidence reviewed. In general, the nature of the evidence, date of issuance, and information such as age, birth date, birth place, names of contracting parties (in marriage records) shown in the documents should be recorded under the appropriate item. Under "evidence is in possession of" indicate the location of the evidence at the time of review, e.g., "applicant," "County Clerk's Office," "applicant's sister, Mrs. Hattie Jones, 210 Main Street, Alameda," etc. When one document verifies more than one point of eligibility, facts need not be repeated under each item, but a cross reference should be made to the item under which data are recorded. The county public assistance worker who reviews the evidence shall sign and date the form.

In California documentary evidence on the following subjects is found in the county clerk's office: abandonment, adoption (SEE SEC. 235-60, VERIFICATION OF HALF-ORPHAN, ADOPTED BY ONE PERSON), citizenship, divorce, probate proceedings, naturalization, voter's registration (except in Los Angeles and San Francisco Counties where voter's registrations are filed in the office of the Registrar of Voters), Superior Court records, Board of Supervisor's records.

In California documentary evidence on the following subject is found in the county recorder's office: birth, death, marriage, deeds, liens, mortgages, transfers of real property. (W&IC 2140)

**235-95 INVESTIGATION OF TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE 235-95
ANC**

A county may claim reimbursement for one half of the total expense necessarily incurred in effecting transportation of children outside the State, provided the children have received, are receiving, or are eligible to receive ANC. This may include transportation of parent, of child/children, or of an attendant if necessary.

Evidence shall be submitted to the SDSW that the home to which the child/children are sent is in fact a "proper home." Copies of correspondence from the social agency or other authoritative source in the State or county to which the children are being sent usually constitutes sufficient proof that the home is a proper one.

An authorization given by a public welfare department in another State for the return of the children to that State is not in itself sufficient evidence of a proper home. Such authorization shall be so worded that it may logically be concluded that the agency recognizes its responsibility to care for and provide a proper home for the children upon arrival.

If a child is not receiving ANC at the time such transportation is requested, his eligibility for such aid shall be established in the usual manner as set forth elsewhere in this chapter. It is not necessary to have an Application (Form CA 200) completed. Documentary evidence establishing eligibility shall be obtained and a Certificate of Verification of Eligibility (Form CA 201) completed with the exception of Secs. 4 (Living Plan), 5A and B (Payee), 7A and B (School status), 12A and B, or 13A and B (Assistance Plan), and 15 and 16 (Action by the Board of Supervisors). Action by the board of supervisors is not required. Documentary evidence establishing eligibility shall be retained in the county file.

The county shall submit to the SDSW with Form CA 201 and the claim forms (SEE SEC. 685-00, TRANSPORTATION OF NEEDY CHILDREN CLAIMS), evidence that the home to which the child/children were sent is a proper home. (SEE SEC. 102-80, TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE) (W&IC 1560, 1580)

236-10 (Continued)

236-10

3. Data included in evidence such as:

- a. Identifying material (i.e., names of children and parents on birth certificate, name of deceased parent on death certificate, etc.);
- b. Specific points of eligibility verified by evidence (i.e., birth evidence verifying child's birth in California to establish State residence, summary of information relating to parentage with special reference to acknowledgment, and dates verifying length of residence);
- c. Pertinent dates (i.e., date of letters of guardianship, date of death, date of birth).

Examples of material to be summarized on Form CA 203 from review of court records follow:

Abandonment--Names of parents, name of child, date of abandonment order;
Presumptive Death--Name of parent, date of presumptive death order
(names of children if given);

Guardianship--Name of guardian, name of child or children, date of guardianship award;

Juvenile Court Order--Name of child, date of court order, section of juvenile court law, name of individual awarded care and custody;

Commitment Orders--Name of parent, date of commitment, name and type of institution;

Divorce Complaint--Names of husband and wife, date of divorce, award of custody of children (SEE SEC. 234-25, VERIFICATION OF DIVORCE).

One Form CA 203 may be used to summarize more than one document or for more than one point of eligibility (e.g., birth of child and death of parent). Each piece of documentary evidence is to be numbered (1), (2), (3), etc. At the bottom of Form CA 203, spaces are provided to correspond with the number shown for the various documents reviewed. The exact location where the original evidence may be reviewed shall be indicated, e.g., "Alpine County Recorder's Office," not "County Recorder's Office."

When a Form CA 203 is retained in the county file as verification of a point of eligibility, reference shall not be made on the Certificate of Verification of Eligibility (Form CA 201) to Form CA 203, but the nature, date, and location of the original documentary evidence shall be recorded. (W&IC 1560)

**236-10 INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF
DOCUMENTARY EVIDENCE
ANC****236-10**

The Summary of Information from Review of Documentary Evidence (Form CA 203) shall be in the county case record when the original or certified copy of documentary evidence, or a statement from an official source is not in the county file. Form CA 203 does not summarize all evidence verifying a point of eligibility but only evidence not available elsewhere in the record. Form CA 203 is the signed statement of county public assistance worker that:

1. The described original documentary evidence has been reviewed;
2. The pertinent information summarized is contained therein;
3. The original documentary evidence can be reviewed at a designated location.

Only evidence pertaining to verification of parentage, classification, birth and/or residence shall be summarized on this form; e.g., such evidence as:

1. Documents in applicant's or family's possession (i.e., marriage certificates, baptismal certificates, etc.);
2. Court orders or records (i.e., guardianship, abandonment, adoption orders, etc.);
3. Public or official records (i.e., public assistance records, county clerk's records, county recorder's records, county hospital records, etc.); (SEE SEC. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE FOR A LIST OF TYPES OF DOCUMENTS FILED IN THE COUNTY CLERK'S AND COUNTY RECORDER'S OFFICE.)
4. Private social agency records verifying residence or other points of eligibility.

Form CA 203 shall not be used as a substitute for prescribed forms such as the Report on Incapacitated Father (Form CA 240) and the Report on Tuberculous Father (Form CA 242), Statement of Attendance (Form CA 213), Affidavit of County Residence (Form CA 204), Affidavit of State Residence (Form CA 221), or affidavit obtained for purpose of verifying points of eligibility, such as affidavit of alleged father denying paternity.

The following data shall be included in the summary of each piece of documentary evidence reviewed:

1. Type or nature of evidence (e.g., baptismal certificate, certified copy of death certificate, etc.);
2. Date documentary evidence originally recorded;

(Section Continued on Next Page)

627-85 (Continued)

627-85

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to Federal matching is computed on the basis of each individual warrant.

EXAMPLE C: TWO CHILDREN ELIGIBLE TO FEDERAL PARTICIPATION ARE RECEIVING ANC AT THE RATE OF \$45 ON JANUARY 1. THE FAMILY GRANT IS INCREASED TO \$56 ON JANUARY 14, WHEN ANC IS APPROVED TO BEGIN FOR AN ADDITIONAL CHILD OF THE SAME FAMILY WHO IS ALSO ELIGIBLE TO FEDERAL PARTICIPATION. THE METHOD OF ARRIVING AT THE TOTAL PAYMENT FOR THE MONTH IS AS FOLLOWS:

13 DAYS @ \$45	=	\$18.87
18 DAYS @ \$56	=	32.51

TOTAL BASIS FOR
STATE PARTICIPATION \$51.38

AT THE BEGINNING OF THE MONTH, ONE WARRANT IS DRAWN IN THE AMOUNT OF \$45 FOR THE FIRST TWO CHILDREN, AND IN THE MIDDLE OF THE MONTH A SUPPLEMENTAL WARRANT IN THE AMOUNT OF \$6.38 IS ISSUED TO COVER THE INCREASE FOR THE THIRD CHILD.

THE BASIS FOR FEDERAL PARTICIPATION IS \$30 IN THE FIRST WARRANT OF \$45 ISSUED FOR THE FIRST TWO CHILDREN AND \$6.38 IN THE SUPPLEMENTAL WARRANT ISSUED FOR THE ADDITIONAL CHILD, OR A TOTAL OF \$36.38 FOR THE THREE CHILDREN, INSTEAD OF \$42. (SEE CASE NO. 12, FORM CA 801.)*

ONE WARRANT IN THE AMOUNT OF \$56 IS ISSUED FOR THE NEXT MONTH, IF THE CHILDREN REMAIN ELIGIBLE FOR THE SAME AMOUNT. THE BASIS FOR FEDERAL PARTICIPATION IS \$42. (W&IC 1553, 1560; FSSB)

627-90 TWO OR MORE FAMILY BUDGET UNITS IN ONE HOUSEHOLD ANC

627-90

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, Federal participation is available in the amount of one-half of the grant up to a maximum of \$18 for one eligible child in each family, and up to a maximum of \$12 for each of the additional eligible children in each family. (SEE CASES NOS. 3 AND 4, FORM CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, Federal participation is allowed in the amount of one-half the grant up to a maximum of \$18 for only one eligible child in the household and up to a maximum of \$12 for each additional eligible child in the same household. (SEE CASE NO. 2, FORM CA 801.)* (W&IC 1553, 1560; FSSB)

628-00 PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT ANC

628-00

Federal participation is available for ANC only when the child or children are living in the home of the person:

A. To whom the warrant is issued:

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

**627-80 FEDERAL PARTICIPATION ON CHILDREN BETWEEN AGES OF
16 AND 18 YEARS
ANC****627-80**

The Federal Government participates in ANC for children between the ages of 16 and 18 years of such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for Federal participation. (See Secs. 105-15, Age, ANC Law, 235-15, Verification of Requirements for Federal Participation, 235-20, School Attendance as Requirement for Federal Participation, and 628-00, Payees, Eligible Under Social Security Act.) Federal participation is allowed for the full month in which the sixteenth birthday occurs, even though it has been verified that the child is not attending school. (W&IC 1553, 1560; FSSA)

**627-85 FEDERAL PARTICIPATION WHEN AN ADDITIONAL CHILD BECOMES
ELIGIBLE FOR AID DURING MONTH
ANC****627-85**

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all Federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

EXAMPLE A: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AID AT THE RATE OF \$40 ON JANUARY 1. AID IS APPROVED TO BEGIN ON JANUARY 14 FOR AN ADDITIONAL CHILD OF THE SAME FAMILY WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. AID CONTINUES AT THE RATE OF \$40 FOR THE FAMILY. ONE WARRANT IS ISSUED IN THE AMOUNT OF \$40 AND THE BASIS FOR FEDERAL PARTICIPATION FOR THE THREE CHILDREN IS \$40. (SEE CASE NO. 10, FORM CA 801.)*

EXAMPLE B: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AID AT THE RATE OF \$70 (\$60 BASIS FOR STATE PARTICIPATION AND \$10 COUNTY SUPPLEMENTAL AID). AN ADDITIONAL CHILD BECOMES ELIGIBLE FOR ANC ON JANUARY 13, WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. THE MONTHLY BASIS FOR STATE PARTICIPATION IS INCREASED TO \$70 AND ANC IS CONTINUED AT THAT RATE. ONE WARRANT IN THE AMOUNT OF \$70 IS ISSUED. THE BASIS FOR STATE PARTICIPATION FOR THE MONTH OF JANUARY IS \$66.13 (COMPUTED AS SHOWN BELOW), AND THE FEDERAL BASIS IS \$42. (SEE CASE NO. 11, FORM CA 801.)*

12 DAYS @ \$60	=	\$23.23
19 DAYS @ \$70	=	42.90

TOTAL BASIS FOR		
STATE PARTICIPATION		
\$66.13		

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

**628-06 CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELLED WARRANTS
OAS, ANB, APSB, ANC****628-06**

When a warrant is issued in lieu of a cancelled warrant, as provided in Sec. 611-95, Reissuance of Warrants, and the cancellation has been reported, Federal (if eligible to Federal) and State reimbursement may be claimed by reporting the reissued warrant on a supplemental payroll in the same manner as retroactive payments are reported. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) Full explanation shall be given including the warrant number of the cancelled warrant; also the name of payee on the cancelled warrant if the reissued warrant is made payable to a person other than the original payee. (W&IC 140, 1560, 2140, 3075, 3460)

**628-10 STATE AUDIT OF AID CLAIMS
OAS, ANB, APSB, ANC****628-10**

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of State and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

**628-20 AID CLAIM CORRECTION
OAS, ANB, APSB, ANC****628-20**

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that State and county records agree. Questions should be immediately taken up with the SDSW. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-00 (Continued)

628-00

B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);

C. Who bears one of the following degrees of relationship:

- | | |
|---|--|
| 1. Father | 16. Brother of the half-blood |
| 2. Adoptive father | 17. Brother-in-law |
| 3. Mother | 18. Half-brother-in-law |
| 4. Adoptive mother | 19. Adoptive brother |
| 5. Grandfather | 20. Sister |
| 6. Grandfather-in-law (Meaning the husband by a second marriage of one of the child's natural grandmothers) | 21. Sister of the half-blood |
| 7. Great-grandfather | 22. Sister-in-law |
| 8. Adoptive father of the child's natural parent | 23. Half-sister-in-law |
| 9. Grandmother | 24. Adoptive sister |
| 10. Grand-mother-in-law (meaning the wife by a second marriage of one of the child's natural grandfathers) | 25. Step-brother |
| 11. Great-grandmother | 26. Step-brother-in-law |
| 12. Adoptive mother of a child's natural parent | 27. Step-sister |
| 13. Step-father (but not his parents) | 28. Step-sister-in-law |
| 14. Step-mother (but not her parents) | 29. Uncle (of the half- or whole-blood) |
| 15. Brother | 30. Aunt (of the half- or whole-blood) |
| | 31. Uncle-in-law |
| | 32. Aunt-in-law |
| | 33. Great-uncle (including great, great, etc.) |
| | 34. Great-aunt (including great, great, etc.) |

(W&IC 1560; FSSB)

628-05 REPORTING OF CANCELLED AID WARRANTS OAS, ANB, APSB, ANC

628-05

Any warrants for which claims were allowed by the SDSW, and which are subsequently cancelled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800-BHI). Details shown on the Report of Cancelled Warrants (Form Ag, Bl, CA 804) which accompanies each respective claim. Current cancellations shall be crossed off the Aid Pay Roll (Form Ag, Bl, CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (SEE SECS. 361-33, CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE, AND 611-90, CANCELLATION OF AID WARRANTS.) (W&IC 1560, 2140, 3075, 3460)

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT *that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.*

1	11	21
2	12	22
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*Ag 801H	Claim for State Aid for Care of Needy Aged Persons in County Hospital	629-99	627-25
*Ag 802	Recapitulation Sheet (After 7/1/43)	629-99	626-00 thru 628-20
*Ag 802	Recapitulation Sheet (Before 7/1/43)	629-99	626-50
Ag 803	Report of Adjustments.	629-99	671-50 thru 672-50, 673-75 thru 674-10
Ag 804	Report of Cancelled Warrants	629-99	628-05, 628-06
Ag 805	Report of Collections.	629-99	671-50, 673-00 thru 674-10
*Ag 807	Administrative Expense Affidavit	646-99	
Ag 808	Notice of Repayment.	674-99	671-50 thru 674-10
*Ag 809	County Report of Estimated Quarterly Expenditures and Funds Made Available	601-99	

*B1 200	Application for Aid to the Blind	215-99	202-20
B1 201	Certificate of Verification of Eligibility.	250-99	237-50
*B1 202	Report of Investigation.	250-99	236-20
*B1 203	Summary of Information From Review of Documentary Evidence of Age	250-99	231-10
*B1 204	Applicants Affidavit of Intent as to Residence	250-99	232-05
B1 206	Recipient's Affirmation of Eligibility	353-99	352-20
B1 215	Notification of Transfer	370-99	370-00
B1 216	Affidavit of Residence of a Recipient.	370-99	
B1 217	Notification to Recipient who Changes County Residence.	370-99	
B1 218	Notice to Recipient of Effective Date of Transfer	370-99	
B1 221	Affidavit of Residence of Applicant.	250-99	232-10
B1 225	Statement of Responsible Relative.	250-99	234-00
B1 227	Physician's Report of Eye Examination.	250-99	235-00
B1 228	Authorization for Financial Investigation	250-99	
B1 230	Social Data Record Card.	289-99	285-00 thru 287-90

*Obtainable free of charge from SDSW.

Forms not marked with an asterisk (*) are available from State Bureau of Purchases, Supply Department, State Office Bldg. No. 1, Sacramento 14, Calif.

Forms Reproduced in Manual -- Listed by Number

Form Number	Name of Form	Reproduced	Instructions
*Ag 21	Appeal to the SDSW**	330-99	
Ag 200	Application for Old Age Security. . . .	215-99	202-20
Ag 200B	Application by Authorized Representative of Applicant	215-99	201-12
Ag 201	Certificate of Verification of Eligi- bility	250-99	237-10
Ag 202	Report of Investigation	250-99	236-20
Ag 203	Summary of Information from Review of Documentary Evidence	250-99	236-00
Ag 204	Affidavit of Intent as to Residence . .	250-99	232-05
Ag 206	Recipient's Affirmation of Eligibility.	353-99	352-15
Ag 215	Notification of Transfer.	370-99	370-00
Ag 216	Affidavit of Residence of a Recipient .	370-99	
Ag 217	Notice to Recipient Who Changes County Residence.	370-99	
Ag 218	Notice to Recipient of Effective Date of Transfer.	370-99	
Ag 221	Affidavit Regarding Residence of Applicant.	250-99	232-10
Ag 225	Statement of Responsible Relative of Applicant.	250-99	234-00
Ag 228	Authorization for Financial Investigation	250-99	
Ag 230	Social Data Record Card	289-99	285-00 thru 327-90
Ag 231	Certificate of Delivery of Payment of Aid	612-99	610-70
Ag 232	Notice of Change.	365-99	362-00 thru 362-50
*Ag 235	Certification of Applicants Release from State Hospital	612-99	610-75
*Ag 237	Monthly Statistical Report.	569-99	500-00 thru 563-60
Ag 239	Notification of Action by Board of Supervisors.	250-99	250-10
Ag 241	Budget Work Sheet	155-26	
Ag M512	(See Form Ag 21).		
*Ag 800	Aid Affidavit	629-99	626-00 thru 628-20
*Ag 800H	Affidavit to Accompany Monthly County Hospital Claim	629-99	627-25
Ag 801	Claim for Federal and State Aid	629-99	626-00 thru 628-20

*Obtainable free of charge from SDSW.

**Form Ag 21 is now numbered Form Ag M512.

Forms not marked with an asterisk (*) are available from State Bureau of Purchases, Supply Department, State Office Bldg. No. 1, Sacramento 14, Calif.

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PUBLIC ASSISTANCE PROGRAM

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CA 34-DFA	(See Form CA 805)		
*CA 38	Appeal to SDSW**	330-99	
CA 200	Application for ANC	215-99	202-20
CA 201	Certificate of Verification of Eligibility.	250-99	237-75
CA 203	Summary of Information from Review of Documentary Evidence	250-99	236-10
CA 204	Affidavit of County Residence	250-99	
CA 206	Applicant's Affirmation of Eligibility.	353-99	
CA 213	Statement of Attendance	250-99	235-20
CA 214	Notice of Termination of Attendance	250-99	235-20
CA 215	Notification of Transfer.	370-99	370-00
CA 216	Affidavit of County Residence	370-99	
CA 217	Notification Concerning Change of County Residence.	370-99	
CA 218	Notification of Effective Date of Transfer	370-99	
CA 220	Affidavit Concerning Father's Absence	250-99	235-45
CA 221	Affidavit of State Residence.	250-99	232-10
CA 228	Authorization for Financial Investigation	250-99	
CA 230	Social Data Record Card	289-99	285-00 thru 288-55
CA 232	Notice of Change.	365-99	363-00 thru 363-25
CA 234	Statement Re Non-County Residence	250-99	232-27
*CA 237	Monthly Statistical Report.	569-99	500-00 thru 563-00
CA 239	Notification of Action by the Board of Supervisors.	250-99	250-10
*CA 240	Report on Incapacitated Father.	196-05	196-00 thru 196-20
*CA 242	Report on Tuberculous Father.	195-05	195-00
CA M512	(See Form CA 38)		
*CA 800	Aid Affidavit	629-99	626-00 thru 628-20
*CA 800-BHI	Aid Affidavit	629-99	626-00 thru 628-20
*CA 800-I	Aid Affidavit	655-99	655-00 thru 655-80

*Obtainable free of charge from SDSW.

**Form CA 38 is now numbered CA M512.

Forms not marked with an asterisk (*) are available from State Bureau of Purchases, Supply Department, State Office Bldg. No. 1, Sacramento 14, Calif.

Form Number	Name of Form	Reproduced	Instructions
B1 231	Certificate of Delivery of Payment of Aid	612-99	610-70
B1 232	Notice of Change	365-99	362-00 thru 362-50
*B1 235	Certification of Applicant's Release from State Hospital	612-99	610-75
*B1 237	Monthly Statistical Report	569-99	500-00 thru 563-20
B1 239	Notification of Action by the Board of Supervisors	250-99	250-10
*B1 244	Plan for Rehabilitation.	250-99	233-55
*B1 M506	Notification to County of Action on Physicians Report	250-99	235-00
*B1 M512	Appeal to the SDSW	330-99	
*B1 M515	Notification to County of Necessity for Reexamination	250-99	235-00
*B1 800	Aid Affidavit.	629-99	626-00 thru 628-20
B1 801	Claim for Federal and State Aid.	629-99	626-00 thru 628-20
*B1 802	Recapitulation Sheet	629-99	626-00 thru 628-20
B1 803	Report of Adjustments.	629-99	671-50 thru 672-50, 673-75 thru 674-10
B1 804	Report of Cancelled Warrants	629-99	628-05, 628-06
B1 805	Report of Collections.	629-99	671-50, 673-00 thru 674-10
*B1 807	Administrative Expense Affidavit	646-99	
*B1 808	Notice of Repayment.	674-99	671-50 thru 674-10
*B1 809	County Report of Estimated Quarterly Ex- penditures and Funds Made Available . .	601-99	

*Obtainable free of charge from SDSW.

Forms not marked with an asterisk (*) are available from State Bureau of Purchases, Supply Department, State Office Bldg. No. 1, Sacramento 14, Calif.

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DPA 3	Inquiry Form for Determining Eligibility of Other Than a Wage-Earner for OASI Benefits.	250-99	233-35
DPA 4	Face Sheet.	250-99	236-20, 236-30
DPA 5	Summary of Letters of Guardianship. . .	250-99	230-60
*DPA 6	Appeal to SDSW as to Responsibility for Support	330-99	330-00
*DPA 8	Notice to Applicant who Withdraws application.	250-99	250-00
*DPA 10	Monthly Statistical Report on Public Assistance Reinvestigations.	569-99	565-00

*Gen M29	Appeal Withdrawal Form.	330-99	
*GR 237	Monthly Statistical Report (General Relief).	569-99	564-05 thru 564-50

*Obtainable free of charge from SDSW

Forms not marked with an asterisk (*) are available from State Bureau of Purchases, Supply Department, State Office Bldg. No. 1, Sacramento 14, Calif.

Form Number	Name of Form	Reproduced	Instructions
CA 801	Claim for Federal and State Aid	629-99	626-00 thru 628-20
CA 801-BHI	Monthly Claim for Children in Boarding Homes and Institutions	629-99	626-00 thru 628-20
*CA 801-I	Monthly Claim by Children's Institutions	655-99	655-00 thru 655-80
*CA 802	Recapitulation Sheet.	629-99	626-00 thru 628-20
CA 803	Report of Adjustments	629-99	671-50 thru 672-50, 673-75 thru 674-10
CA 804	Report of Cancelled Warrants.	629-99	628-05, 628-06
CA 805	Report of Collections**	629-99	671-50, 673-00 thru 674-10
*CA 807	Administrative Expense Affidavit.	646-99	
*CA 808	Notice of Repayment	674-99	671-50 thru 674-10
*CA 809	County Report of Estimated Quarterly Ex- penditures and Funds Made Available. . .	601-99	

*CWS 1	Monthly Claim for Federal Grant	800-99	800-57 thru 800-85
*CWS 51	Children Accepted for Service	800-99	800-40 thru 800-55

DFA 42	Employee's Individual Daily Time Record .	646-99	
DFA 43	County Employees Monthly Time Record. . .	646-99	
*DFA 64	Administrative Expense Worksheet for Salaries and Wages	646-99	
*DFA 64A	Administrative Expense Worksheet for Maintenance, Operation, and Capital Outlay	646-99	
*DFA 64B	Summary of County Employees Paid Less Than Full Time Monthly Salary.	646-99	
*DFA 64	Alter-Administrative Expense Worksheet for nate Salaries and Wages	646-99	
*DFA 64A	Alter-Administrative Expense Worksheet for ternate Maintenance, Operation, and Capital Outlay	646-99	
*DFA 117	Request for Approval of Expenditures for Repairs and Alternations	646-99	
*DFA 140	Claim for Transportation of Needy Children	685-99	

*Obtainable free of charge from SDSW

**Form CA 805 is now numbered CA 34-DFA, and is sold by the Bureau of Purchases under that number.

Forms not marked with an asterisk (*) are available from State Bureau of Purchases, Supply Department, State Office Bldg. No. 1, Sacramento 14, Calif.

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
June 5, 1945

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Code
Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 2

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

RECEIVED
SACRAMENTO-CALIF.

1945 JUN 7 PM 3 00

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 24, 1945

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

FILED

In the office of the Secretary of State
of the State of California

JUN 8 - 1945

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

S.D.S.W. REGULATION BOARDING HOMES NO. 2

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER
TO:

Subject: Application of Standards for
Foster Home Care for Children

The Standards for Foster Home Care for Children, transmitted in S.D.S.W. Regulation Boarding Homes No. 1, briefly describe the characteristics which an acceptable foster home should have. Additional explanatory information concerning the application of these standards, the evaluation of foster homes, and policy material, is included in this bulletin to supplement the information in the standards.

PROVISIONS OF WELFARE AND INSTITUTIONS CODE

This section of the standards quotes only those portions of the Welfare and Institutions Code of primary interest to the foster mother: namely, the legal basis for licensing; the rule making power of the State Department of Social Welfare; the duration, renewal, and non-transferability of the license; reports and records which foster homes are required to make and maintain; the penalty for violation, and provision for prosecution.

The complete section of the Welfare and Institutions Code pertaining to children's foster homes is herewith given in full:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

W41C 103, 115, 116, 1620, 1621, 1622

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

1622. The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the State Department.

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

1625. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. Written notice of the time and place of such hearing and of the charges made against the holder of the permit or license shall be duly served on him not less than ten days prior to the time fixed for such hearing.

1626. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

1627. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder:

- (a) Name.
- (b) Last previous address.
- (c) Age.
- (d) Nearest of kin.
- (e) Mother's maiden name.
- (f) Person responsible for his care and maintenance.
- (g) Such other data as the State Department of Social Welfare requires.

1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the

license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.

1629. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in Section 1620 of this code without first having secured a license or permit therefor in writing, or refuses to permit or interfere with the inspection authorized in Section 1621 of this code, is guilty of a misdemeanor.

1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.

CLASSIFICATIONS OF FOSTER CARE FOR CHILDREN UNDER WELFARE AND INSTITUTIONS CODE

The revised Foster Home Care Standards apply to the first three types of the following homes:

1. Family Boarding Homes for Children:

A boarding home for children is a private family home which accepts for twenty-four hour care, with or without compensation, one to six children (inclusive) under sixteen years of age, including the children of the foster parents.

2. Special Boarding Homes for Children:

A special boarding home for children is a private family home which accepts for twenty-four hour care, with or without compensation, seven to fifteen children (inclusive) under sixteen years of age, including the children of the foster parents.

3. Foster Family Day Care Homes:

A foster day care home for children is a private family home which accepts for care during the day only, with or without compensation, one to ten children (inclusive) under sixteen years of age, including the children of the foster family.

4. Parent and Child Homes: (Separate standards are available for parent and child homes)

A parent and child home offers board and room, or only room, to parents with their children, including, as a clearly defined part of the service given,

the care and supervision of the children while the parent is away either at work or elsewhere.

In the delegation of responsibility for parent child homes to local agencies, a differentiation is usually made on the basis of size:

- (a) Parent and child homes accepting children together with their parents not exceeding three family units nor more than four children, including those of the applicant under the age of sixteen years; and
- (b) Parent and child homes with a capacity of more than three family units or more than four children, including those of the applicant.

Certain facilities are not delegated to local agencies but are licensed and supervised by the State Department of Social Welfare. These are:

1. Children's Institutions:

A children's institution is a facility in which sixteen or more children under sixteen years of age are received and cared for. Actually some facilities caring for less than sixteen children are institutional in management (as opposed to a private foster home) and are, therefore, classified as children's institutions. The State Department of Social Welfare has formulated Standards for Children's Institutions in California which are available upon request from the State Department of Social Welfare.

2. Day Nurseries:

A day nursery is a facility which provides care during the day time for eleven or more children in a setting which is so organized and administered that its service is essentially institutional in character. A day nursery may be so classified although the population or capacity is under eleven if the sponsors have set up management on an institutional basis with a managing board and without the personal relationships of a family home. These facilities may be non-profit or commercial in type. The State Department of Social Welfare has prepared a booklet Standards for Day Nurseries in California which is available upon request.

3. Nurseries for Infants Under Two Years of Age:

For the group care of infants, the Standards for Nurseries for Infants Under Two Years of Age in California were adopted as an emergency measure for the duration of the war and six months thereafter only. This booklet is also available from the State Department of Social Welfare upon request.

4. Maternity Homes:

Maternity homes are subject to the jurisdiction of the State Department of Public Health. They are also subject to the jurisdiction of the State

Department of Social Welfare when such homes provide care in addition to medical or hospital care for prospective mothers under sixteen years of age, or for the newborn after the mother has been discharged, or if the homes engage in child placing. Standards for Maternity Homes have been developed by the State Department of Social Welfare.

5. Child Placing Agencies:

Private agencies are licensed by the State Department of Social Welfare to engage in the finding of homes for children under sixteen years of age, and to place children in such homes for temporary care.

6. Adoption Agencies:

There are two adoption agencies licensed by the State Department of Social Welfare to accept relinquishments of children from parents and to place children in homes for adoption. A pamphlet, Adaptation of Adoption Law and Procedure, is available through the State Department of Social Welfare on request.

APPLICATION OF STANDARDS

The approval of a foster home is not a simple matter of applying the standards, and granting a license to the applicant who meets all of the requirements, and denying a license to an applicant who fails to meet any one of them. Instead it is a highly skilled process of weighing all factors and evaluating the total suitability of the foster parents and the home in terms of the needs common to all children, and the special needs of children who require placement.

From this, it follows that the worker accorded this responsibility in any agency must have skill, understanding, and an interest in increasing that understanding and skill.

Basic to this process is the responsibility of the agency to obtain for children the things all children should have as a birthright. These are well summarized in "The ABC of Foster Home Care" as follows: (U.S. Children's Bureau Publication 216)

1. Security. A feeling of stability, and of belonging and counting for something in other lives.
2. Family Life. A chance to live in a normal family group of differing ages without being crushed by numbers; to develop mutual attachments and a sense of responsibility for others and for the work of running a household.
3. Sufficient Nutritious Food. This should be simple, well prepared, and adapted to the age of the child. It should be served at regular hours, amid attractive surroundings, and eaten at leisure in a cheerful atmosphere.
4. Adequate Shelter. A clean, light, well ventilated, well-kept home, properly heated in winter, with sanitary toilet facilities. The child should have a separate bed and a place in which to keep private possessions and to entertain friends.
5. Comfortable Clothing. Clean, whole, attractive garments that fit and that are individually owned; sufficient changes for cleanliness; adequate

For the purpose of this study, the following definitions were used: a "case" was defined as a person who had been diagnosed with the disease by a physician or a laboratory test. A "contact" was defined as a person who had been in contact with a case for a period of 48 hours or more within a defined area.

2. STUDY DESIGN

The study was a case-control study. Cases were identified from the National Health and Medical Research Council (NH&MRC) database. Controls were identified from the same database, but were not cases.

3. STUDY POPULATION

The study population consisted of all cases and controls who were identified from the NH&MRC database. The study was conducted in the United Kingdom.

4. STUDY DESIGN

The study was a case-control study. Cases were identified from the National Health and Medical Research Council (NH&MRC) database. Controls were identified from the same database, but were not cases.

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- protection against inclement weather.
6. Health Habits. Individual toilet articles; frequent baths; proper care of teeth; regular bedtime and plenty of sleep; abundance of fresh air and of pure drinking water; several hours of outdoor play each day; definite teaching of health rules and of wholesome, happy, courageous attitudes; sensible instruction in sex matters.
 7. Educational Essentials. Attendance at a community school of good standards as long as the law requires, and as much longer as the child's capacities warrant. Development of each child's fullest capacities through high school, commercial, or trade-school training in line with special abilities.
 8. Recreation. A safe, clean, roomy place for outdoor and indoor play; suitable play material and tools; sympathetic supervision.
 9. Community Life. A part in community group activities and festivities; opportunity to make friends in natural ways through entertaining and being entertained; normal neighborhood contacts and wholesome association with persons of the opposite sex.
 10. Moral and Religious Training. Positive teaching of standards of right and wrong aside from measures of discipline; daily contact with adults of sound character and inspiring personality; attendance at religious services of the type preferred for each individual case.

ORIENTATION OF APPLICANTS TO SERVICE AS FOSTER PARENTS

Prospective foster parents begin their education as foster parents at the application interview. The worker prepares them for the study of the home so they will be neither surprised nor mystified. Simultaneously with the process of explanation to the foster parents will go the worker's observation and evaluation of them. The worker should tell them about some of the administrative factors involved in working with an agency and with parents, and the foster parents should begin to understand how their own life experiences, and adjustments to them, are related to their ability to care for a foster child. It should be explained to them that success as foster parents means creating a family life for the child, not only within their own family circle, but also in community life.

The foster mother, particularly, should begin to receive some insight into the relationship she will have with the child's own parents and with the foster child, and some insight as to whether she can accept the responsibility which these relationships will involve. The foster mother should realize that foster children may come from inadequate, insecure, or underprivileged parental homes and also that they almost always are upset by removal from their own homes.

The foster parents will need to realize that the licensing agency may continue responsibility for the child placed and that a cooperative relationship with the licensing agency is essential. The child may also have parents of his own with whom his relationship must be strengthened.

Also, the prospective foster mother should begin to receive some idea of the guidance which the agency gives and what other community resources will play a part in her service as a foster mother; namely, church and recreational groups, Parent Teacher Associations, and the health facilities which the community offers.

LIMITATIONS ON NUMBER OF CHILDREN

The license will specify the number of children who may be cared for. In accepting children for care, the foster mother must keep within the limits of the license issued unless she has the prior written approval of the licensing agency.

A foster home is usually licensed for the total number of children who can be adequately cared for, though occasionally a foster mother may wish a smaller number of children even though she has room for more.

Approval to Modify License:

If the home is adequate to care for more than the number for which it is licensed, and the foster mother wishes to accept more children before the expiration of her license, the accredited agency must give her written permission to do so. Permission may consist of a letter which modifies the license by allowing an increase in the number of children.

Overcrowding:

One of the common dangers is overcrowding the home which has given adequate care, thus overburdening the foster mother and jeopardizing the adequacy of care given all the children.

When overcrowding does occur, an analysis of the reasons for its occurrence must be made:

1. Are there too few homes available?
2. Has the overcrowding been caused by more than one agency using the home, or by parents and agencies urging the foster mother to accept children beyond the limits of the license?
3. Is the overcrowding due to unwillingness of the foster mother to stay within the limitations imposed by her license?

The steps taken to correct the problem of overcrowding will obviously depend on the reasons for its occurrence. Willful and recurrent acceptance by the foster mother of more children than she is licensed to care for after discussion of the matter with her by the licensing agency may be indicative of personal inadequacy or inflexibility which would adversely affect the care given any child placed in the home.

Larger Foster Homes:

Since the foster home in giving either day care or twenty-four hour care is primarily a family home, the number of children including the children of the foster family under sixteen years of age should not exceed six except with special approval of the State Department of Social Welfare of the accredited agency.

These larger homes may have a capacity of seven to fifteen children, inclusive, for full time care, or seven to ten children, inclusive, for day care. In each

instance, the children under sixteen of the foster mother's own family are considered as part of the number. Sometimes these are larger homes which offer specialized care, or the situation usually has other factors which require special consideration. A larger number of children places additional burdens and makes further demands on the capability of the foster mother which may result in inadequate care if the foster mother is not unusually capable. It is, therefore, recommended that the usual home limit capacity to six children. Also, the acceptance of a larger number of children might tend to nullify the home-like characteristics of the home and make for greater routine, thus tending to approach institutional living.

Licensing of Home for Particular Children:

Occasionally there may be need to license a home for a particular child only, when the home in general would not be considered satisfactory for other children, or because the home wishes to care for this child only. Due to the fact that the child had been in the particular home for a long time prior to coming to the attention of the agency, it may seem unwise to disturb the living arrangement of the child by refusing to license the home. The emotional security of the child as weighed against the factors which make the home sub-standard, the possibility of improving the care given the child, either in its present home or another home, must be carefully considered. The agency might wish to consult the representative of the State Department of Social Welfare regarding such cases before licensing or recommending a license.

AGE AND SEX OF CHILDREN

The license will specify limitations as to the age and sex of the children who may be cared for. The reason for limiting the sex and age of the children is obvious since the home may not be equipped to care for children of the opposite sex, or may be adequate for a young child but not an adolescent. Age and sex of the children for whom the home is licensed will be determined by consideration of the environmental factors affecting the safety and welfare of the children.

Foster parents will often specify in their applications the age and sex of the children for whom they wish to be licensed. This request may be motivated by personal preference, which may or may not have been carefully considered by the applicants.

If children of both sexes are to be cared for, the physical limitations of the house will often have to be the deciding factor. Sometimes foster parents wish a child near the age of their own child. Some foster homes might present particular advantages for an adolescent boy or girl; other foster parents might be considered adequate for a much younger child, or for an infant.

The age and sex of the children for whom the home is finally licensed is a matter, therefore, which requires careful consideration and mutual discussion between foster parents and worker, and may, in many instances, differ from that requested on the application form.

Infant Care in Foster Homes:

The number of infants who may be cared for in one home is restricted, due to the need of infants for individual attention, the difficulty for one person to care adequately for many children of that age, and the health dangers present in the care of infants in any large number.

The amount of assistance which the foster mother should have when the number of infants exceed two in number, or when there are other older children in the home will depend on such factors as these:

1. Capability and managerial ability or past training and experience of the foster mother. Individuals vary greatly in their organizational ability and hence some individuals will require less assistance than others. Other foster mothers might be registered nurses whose training would be a decided asset.
2. Extent to which certain household routines are shared by others in the family. For example, the foster father might, in some instances, be regularly assuming responsibility for certain household duties such as marketing, laundry, gardening, or even some aspects of cleaning, or there may be other adults or even adolescent children who are regularly assuming considerable responsibilities for maintaining the home.

The determination of the need for additional assistance in the home will, therefore, mean thinking through and discussing with the foster mother the pattern which will be followed in caring for the children, and maintaining the home. The number of children for whom adequate care can be given will be determined by the assistance to be regularly available.

In connection with the foster care of infants, note should be taken of the policy recently expressed by the U. S. Children's Bureau. On July 10, 1944, the Children's Bureau called a conference on the care of children under two years which was attended by authorities from the fields of psychiatry, child welfare, child health, and child development. This group agreed on the following principles:

"An infant can develop fully only through a relationship of affection with his mother (or one person who regularly stands in place of the mother). It is only through the cumulative daily detail of small acts making up the mother's care, through which the mother expresses her affection for the child, that an infant can develop the capacity to give and receive affection so important throughout his life. The effect on infants of group living in which the child is deprived of this relationship, has been seen in slower mental development, social ineptness, weakened initiative, and damage to the child's capacity in future life to form satisfactory relationships.

"Although most mothers wish to care for their babies, many mothers go to work because of pressures of personal problems and the burden of full responsibility for their children when the father is in service.

"Professional counseling and advisory service is essential so that mothers

"may have opportunity early in their planning to discuss their situation and the needs of their children.

"When some form of care away from the mother for part of the twenty-four hours is necessary, foster family day care more nearly meets the infant's needs than group care. This form of care provides opportunity for 'mothering' and for continuance of some of the child's daily routine and experiences under conditions similar to those in his own home. It also involves less danger of exposure to infection than does group care."

MENTALLY DEFECTIVE OR EPILEPTIC CHILDREN

Homes which give care to the mentally defective child, the mentally ill child, and the epileptic child, for compensation, are under the jurisdiction of the State Department of Institutions.

Spastic children of normal intelligence are not under the jurisdiction of the State Department of Institutions, but may be cared for in homes under the jurisdiction of the State Department of Social Welfare. Special difficulty exists, however, in determining the mentality of the spastic child, for whom ordinary means of determining intelligence are not applicable.

No final definition has been worked out as to what constitutes a sub-normal child. In general, the distinction should be made on the basis of the child's ability to get on satisfactorily with normal children in a regular school room. An important criterion should be the social adjustment of the child. A mental rating is not the sole basis on which a child is considered sub-normal, as children make varying scores in mental tests. Psychometric examinations may be requested in borderline cases in order to have some objective findings on which to help base a decision.

A home licensed for normal children should not give care to normal and mentally deficient or epileptic children at the same time. However, there may be instances of children from the same family, one of whom may be mentally deficient, where the best interests of all the children makes it advisable to keep them together in one home, at least on a temporary basis. The Department of Institutions has jurisdiction over the licensing of homes for the care of the mentally defective child. The home could be licensed by the accredited agency of the State Department of Social Welfare for the normal children. These are individual case decisions, and the accredited agency might wish to discuss such exceptional cases with the representative of the State Department of Social Welfare and the State Department of Institutions.

FAMILY CONDITIONS

Motive for Application:

The motivating interest in the process of choosing foster homes must always be the welfare of the child, rather than the desire of the applicant for a license.

The worker needs to know about the attitude of applicants for a foster home

license. Do the foster mother and father really wish to accept responsibility for a child, or an additional child as the case may be, in their family? What motivated the application?

Sometimes applicants may wish to take children only because of an emotional lack or inadequacy in their own lives. For the purpose of foster home care, the only safe motive is the desire and satisfaction received in helping children attain growth, independence, and self-fulfillment.

Applicants who desire only children who are good and loving, children who are neither noisy nor untidy, or children who can be guaranteed not to have enuresis would probably not make acceptable foster parents.

Sometimes an applicant will state a financial motive has stimulated the application for a license. When other factors indicate the person understands the objectives of the foster care program, and is willing to give the service children require, the frankly financial motive need offer no stumbling block. Such an applicant should be told, however, that foster home care is not a highly remunerative service. On the other hand, a service is no less an adequate service because the individual desires payment for giving it.

Evaluation of Applicants:

Much is learned about foster parents in the initial interview; the direct question method, however, is the least likely to reveal important attitudes on the part of the applicant. To the skillful boarding home worker, applicants in the first interview give many indications of their integrity, ability to cooperate, and the probable flexibility with which they can accept differences in others.

The evaluation of a foster family requires careful study and usually more than one interview with foster parents is necessary to fully determine their capacity for the care of children, particularly when twenty-four hour care is to be given.

A harmonious home life is one of the most fundamental aspects of the foster home. It is spontaneously and unconsciously revealed by such things as tone of voice, manner of speaking, the attitudes of husband and wife toward each other, toward their own children, and of their children toward one another. Over-protectiveness, defensiveness, or resistance against the worker meeting other members of the family might be indications of a lack of family unity or some other situation which could adversely affect the care of a foster child.

Interviewing the Foster Father:

Since the objective of foster home placement is to provide a normal home atmosphere for a child who needs a substitute for his own home, the worker needs to see the foster father. The foster father's attitude towards acceptance of other children into his home as members of his family group is most important. His attitude toward the additional work involved is of interest. He will be expected to play the role of a father and, therefore, it is essential to know something of his interests, his understanding, and treatment of children.

Other Members of the Foster Family:

Observation of the family group together will give an indication of the relationship of the various members of the family toward each other. Where there are own children, the attitude of the children toward the foster child is likewise important.

These factors apply both to the new foster parents, and to the foster parents renewing their license. It is of value to know how the foster father feels about continuing the license for the care of children after having had the experience. His observations regarding the development of the foster child are important in the plan for continued care just as is the attitude of the foster mother.

In the day care home, the foster father, of course, assumes less importance to the foster child than in a twenty-four hour care home.

Completeness of Family:

The application of a widowed, permanently separated, divorced or unmarried woman for a license needs to be carefully considered, and in general, the State Department of Social Welfare has hesitated to recommend a license in such instances. A child's reactions and social relationships in adult life are greatly determined by his experiences in the inter-relationships of family life as a child, and proper development is more assured when a child has had two parents. Many of the children who must be placed in foster homes come from homes which have been broken either through death or some other tragedy, and every effort should be made to place children in a home which will correspond to a normal family. Of course, there may be exceptions to this rule. There are homes in which there is only one parent, and in which the child has developed normally and well. However, where such exceptions are made, they should be made with the child's total welfare in mind and after all factors have been carefully considered.

During war time with the attendant increase in need for foster home care, this situation will need to be realistically met, because many children in their own homes will likewise be deprived of their father's care and supervision.

The completeness of a family is not as important in day care since the child may return to a complete parental home each night.

Age of Foster Parents:

It is desirable that the foster parents be of an age comparable to that of natural parents--neither too young to undertake the care of an adolescent child nor too old to care for the young child. Age in most instances directly affects the vitality, interest, understanding, and capability of foster parents. Other considerations must outweigh these factors in licensing the home where the foster parents are either very young or are beyond the age when they would customarily be undertaking the care of children.

Education, Interest, and Temperament:

It is not required that foster parents meet any particular standard of formal

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1. The family group together will give an indication of the relative importance of the family group in the community.

1. The first step in the process of the investigation is the identification of the problem. This is done by the investigator who is assigned to the case. The investigator must first determine the nature of the problem and the scope of the investigation. This is done by reviewing the available information and by conducting interviews with the relevant parties. The investigator must also determine the objectives of the investigation and the methods to be used to achieve these objectives.

1. The first of these is the fact that the majority of the population of the United States is of European descent. This is a fact which has been recognized by the government and the people of the United States for many years. It is a fact which has been recognized by the government and the people of the United States for many years. It is a fact which has been recognized by the government and the people of the United States for many years.

education, but foster parents should be literate, able to help children with their lessons, have sufficient cultural and educational background to fulfill the ordinary demands of modern living and be able to impart to the child the upbringing necessary to help him take his rightful place in the community.

Foster parents must be emotionally stable, and as indicated above, happy in their own family life and able to cope with the everyday problems of living in an effective and resourceful manner. Interest in the child and his development toward independence must be the motivating factor rather than self-interest. Foster parents must be emotionally mature enough to allow a child freedom of choice, and able to give a child constructive affection.

PHYSICAL AND MENTAL HEALTH

The study and evaluation of the home should include careful consideration of the health of members of the family. The foster family must be free from disease which may be transmissible to the children and from physical conditions and emotional instability which would affect the care of children. Such physical conditions include heart disease, hyperthyroidism, hypertension, epilepsy, fainting spells, skeletal defects or deformities and marked defects of vision or hearing. It is desirable that all members of the foster family and any other child caring personnel have annual medical examinations, including chest X-rays. This is a public health matter, designed to protect the foster child, but is also of value to the foster family. In some instances, medical releases might be obtained for a check with the family physician where there is recent history of medical care. Where local facilities are available, some agencies may wish to consult with the local health officer regarding the possibility of health examinations of applicants and members of the family through the local health department. In most areas the local Tuberculosis Associations will be able to provide X-rays. Some families may wish to secure such medical check-ups through their own family physician.

Standards require that there be no mentally defective or incompetent persons, either child or adult, in the family or household. The reason for this is obvious since the presence of a mentally defective or incompetent person may constitute a hazard for the foster child.

PARTICIPATION IN COMMUNITY LIVING

The relationships of the foster family in the community in the matter of making and keeping friends, holding employment, and generally getting along with others is important in the life of the foster child since the foster parents are expected to make it possible for the child to participate in the social and recreational life of the community appropriate to his age.

The recreational and social activities in most communities are bound up with church and the school. Participation of a child in church activities suitable to his age is important. Participation in social activities in and out of church and school, and in group activities such as 4-H clubs, Boy Scouts, Girl Scouts, etc., is desirable.

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1. The first part of the document is a list of references. The references are listed in a standard format, with the author's name, the title of the work, and the publisher. The references are as follows:

1. J. H. Van Veen, *The History of the Netherlands*, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578,

Religious Training:

Sometimes the religion of the foster home is designated on the license. This information may, however, be recorded elsewhere. Such indication if made on the license, is not intended as a limitation but as a guide in making placements since the religious training the child will receive is of particular importance at placement. In religions where medical care or diet are involved, this designation is also important for placement.

Placements should be made in homes of the same religious faith as the child. Where this is not possible, foster parents should provide children with opportunity for the religious training which the parent or person responsible for the placement desires.

The religious classification of the foster home is based ordinarily on the designation which the foster parents make to this question on the application form. The usual classifications are Protestant, Catholic, Jewish, Seventh Day Adventist, or Christian Scientist.

Occasionally the two foster parents may be of dissimilar religious faith. In such instances the use of the home in the placement of children will need to be determined by the willingness of the foster parents to provide opportunity for the religious education desired for the foster child.

In day care, the responsibility for religious training remains largely with the child's own family, but the foster mother will need to be aware of the religious background of the child accepted for care as far as religious observations, holidays, diet, etc., and the bearing which religious faith has on medical care.

ECONOMIC STATUS OF FOSTER HOMES

It is unwise to license a foster home in which the only source of income is public assistance, unless there is some outstanding reason for making an exception. The income is usually too marginal in such cases.

In some applications, the subject of finances may be a very important one to be carefully scrutinized and even verified where there is reason to believe the family income may be too meager or the family expenses so great that a foster child would not have proper care. The question of when to make a detailed investigation of the family finances is a case work matter involving the boarding home worker's judgment.

COMBINATION OF SERVICES

Combination of Foster Care:

Both twenty-four hour care and day care are specialized services and should not be combined with each other or with the care of parents in residence with their children, or with the care of the aged.

It is the exceptional foster mother who is equipped to give two types of service since the requirements of sleeping space, the aspects of household management, and the responsibilities in giving diverse types of service are too great.

RECOMMENDATIONS

Small-scale operations of the type described above are not only profitable but also provide a means of employment for the local population. It is recommended that the Government should encourage such operations by providing technical assistance and financial support.

It is also recommended that the Government should consider the possibility of establishing a small-scale industry in the area, which would provide employment for the local population.

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CONCLUSIONS

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REFERENCES

Commission of Enquiry

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A family home should also retain its character as a home to the child under care, and the presence of day care children, or parents and children, would tend to remove that characteristic so essential for the child deprived of his own home.

A health hazard likewise exists in the acceptance of day care children into a home giving twenty-four hour care.

Adult Roomers and Boarders:

The reason for not approving a combination of services for children with the keeping of adult boarders and roomers is likewise obvious. The home loses its essential and most important characteristic as a family home. The coming and going of boarders and roomers constitutes an uncontrollable element in the environment of the foster child which may constitute both a health and moral hazard. However, there may be instances where a person not related to the foster family has boarded or roomed in the household over a long period of time when an exception to this rule may be made.

EMPLOYMENT OF FOSTER MOTHER

The foster mother should not be employed outside of her own home. Employment, even on a part-time basis, might reflect adversely on the care given the foster child because of the drain on the foster mother's time and energy and the corresponding need to crowd household duties into the time not employed. There may be, however, the unusual exception where the foster mother may be employed on a part-time basis during the time when the child is in school where such activity in no way would affect the adequacy of care given, nor the interest of the foster mother in the child.

Boarding Homes Operated to Increase School Enrollment:

It has long been the policy of the State Department of Social Welfare to deny a license to teachers who are boarding children in order to increase school enrollment.

This is a situation found most frequently in isolated rural districts, where the teacher, in applying for the position, has promised to bring with her enough children to keep a small school open. The dangers inherent in such a situation are obvious.

First: The motive for boarding the children is not an interest in the welfare of the children themselves. They are usually chosen because of their age and availability.

Second: The care which can be given is always questionable. Housing is often inadequate--it is frequently difficult to find a house to rent in the districts in question. The income is usually insufficient, since the teacher is ordinarily forced to offer a free home in order to obtain children, and her salary is not large enough to support several children in addition to herself. Also, the teacher must of necessity be away from the home for a good part of the day, and is unable to give her attention to the care and supervision of the children, so that both training and home-making suffer.

[illegible]

... ..

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a formal communication, and it is the first of its kind in the history of the United States. The President, James Buchanan, is writing to the Congress, and he is doing so in a very formal and dignified manner. He is telling them that he is the President of the United States, and that he is the one who is responsible for the government of the United States. He is also telling them that he is the one who is responsible for the peace and prosperity of the United States.

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[illegible]

CONFIDENTIAL

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

Figure 1. The effect of the concentration of the *Agrobacterium* suspension on the transformation efficiency of *Agrobacterium* strains. The *Agrobacterium* strains were grown in YEA medium for 24 h at 28°C. The cell concentration was adjusted to 1.0 × 10⁸ cells/ml. The cell suspension was then diluted with distilled water to the indicated concentrations. The cell suspension was then mixed with the plant tissue and the transformation efficiency was determined. The data are the mean ± SD of three independent experiments.

[illegible]

Third: There is always a question regarding medical care. In illness where the child is unable to attend school, there is no one in the home to care for him.

Fourth: There is some question as to the advisability of having a foster mother who is also the teacher. There will almost certainly be confusion in the child's mind as to the relationship.

Occasionally persons already living in rural districts plan to board children in order to increase school enrollment. In such instances, we believe that each case should be considered on its own merit. Where the home appears to be a good one, offering advantages to a child, and where there seems to be a genuine interest in children, it may be advisable to license even though one motive is that of increasing school enrollment. However, even in those cases where the home appears good, the total situation should be taken into account, and it is wise to discuss the case with the superintendent of schools and any other persons who may be interested from a community standpoint.

County superintendents of schools are also interested in this problem. They are interested in raising the standard of the schools in their counties, and the problem of boarding children to keep a marginal school open may be more expensive to a county than taking the children in that district to another school by bus. It may not be possible to maintain the same quality of education in such schools.

ABSENCE OF THE FOSTER MOTHER FROM THE HOME

One of the matters to be carefully discussed with prospective foster parents is the provision they will make for caring for children during the unavoidable short periods of absence which occur in most normal homes. In any unusual absence, the foster mother should be instructed to consult with the licensing or child placing agency so that proper arrangements for the care of the child may be devised.

USE OF REFERENCES

Personal interviews with references, either the ones given by the applicant or others suggested by the study of the home, are desirable. Sometimes the non-return of a written request for a reference may be significant and a personal follow-up to a written reply may also be desirable. Clearance of registrations obtained through Social Service Exchange should be made.

In general, the value of a reference is to corroborate and give assurance to the worker that the impressions gathered through a thorough and careful evaluation of the home are reasonably sound. They are, therefore, but one additional indication for the worker and an aid in reaching a decision. Under no circumstances do favorable reference reports make a thorough study of the home unnecessary.

As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked. References frequently are unfamiliar with the foster care program, its requirements and objectives. Sometimes it is found that references when personally interviewed state frankly that they tried to say the thing which would help the applicant secure the license and have either disregarded or been noncommittal concerning matters which would definitely affect the care of any child in the home.

COMMUNITY AND HOUSING

Location of Home:

In the choice of rural homes, consideration should be given to the availability of the home for medical care, visits from parents, and licensing agency, and the opportunities for children to associate with other children, and participate in community activities. Where older children are concerned, the availability of educational facilities may also be a factor.

The Home:

The Standards of Foster Home Care state that homes should conform to the State Housing Act.

The State Housing Act sets up differing requirements for various buildings, depending upon the occupancy and date of construction. The requirements for dwellings in the Housing Code are not operative in unincorporated areas, and the requirements for certain other kinds of building in unincorporated areas may or may not include the foster home. The term "dwelling" as used in the Housing Code has a technical meaning, and all boarding homes may not be classified as dwellings.

Because of these technicalities, the cubic air content of sleeping rooms as given in the Standards has been selected as a guide for sleeping rooms for twenty-four hour care (basis is Section 16052, 17705 and 17706, State Housing Act), and some flexibility may need to govern its application.

In a problem situation where capacity is a point at issue between the licensing agency and the applicant, reliance should be placed on the decision of the building inspector who may be called upon for assistance. When there is a local building inspector available, he may be consulted; where there is no local person available, request for assistance may be addressed to the State Housing Division, Division of Immigration and Housing, California Building, 515 Van Ness Avenue, San Francisco 2, California; or 505 State Building, Los Angeles 12, California.

In day care, the rooms used for napping must have adequate ventilation though no specific cubic air content is set up. Floor space in rooms used for napping must be sufficient to maintain three feet between beds.

The enforcement of the State Housing Act having to do with constructions, reconstruction, moving, conversion or alteration, rests with the local building inspector who issues building permits in incorporated areas, and with the local health officer as far as maintenance and sanitation.

In unincorporated areas where there is a county building inspector (Los Angeles, Orange, San Diego, San Mateo, Marin, and Solano counties have county building inspectors), it is his duty to enforce the construction, etc., provisions of the housing law, and it is a duty of the county health department to enforce maintenance and sanitation.

Some cities and counties have adopted the Uniform Building Code which is a code prepared and distributed by the Pacific Coast Building Officials Conference and

which governs the structural and engineering aspects of buildings, generally. It has been adopted and is in effect in Los Angeles, Orange, Solano, Marin, and parts of Stanislaus county.

Prevailing Community Standards of Housing:

It is recognized that in some areas all available housing in the community may be sub-standard due to an acute housing inadequacy, climatic conditions, or other reasons. In such instances, a realistic modification of the housing requirements as stated in the standards may be necessary in order to secure licensed foster homes. However, no home should be licensed where life or health hazards exist.

Sleeping Arrangements:

Sleeping arrangements should make provision for privacy. Children over the age of five years of the opposite sex should not share bedrooms, and children should not sleep in the same room with an adult. The difference in hours of retirement and consequent disturbances of sleep make the sharing of a sleeping room with an adult undesirable. Infants probably should not continue to sleep in the same room with foster parents after one year of age.

No foster child shall sleep in a detached building, unfinished attic, stair hall, or room commonly used for other than sleeping purposes, and an own child should not be displaced and made to occupy such sleeping quarters because of the presence of a foster child.

A home should be licensed only for the number of children who can be accommodated in individual beds. Under emergency conditions and for a temporary period only, older children (not infants) of the same sex of the same family may occupy a double bed in order that the family need not be separated. However, this arrangement may be allowed only when there are no health, behavior, or other reasons which would make this undesirable. Health reasons make the use of double beds for children undesirable, and this is just as true for siblings as for unrelated children. Beds should be three feet apart for health reasons.

In day care, the beds used by members of the family should not be used for naps. Clean covers on the bed used by members of the family would suffice only if the foster mother can be trusted to take all possible health precautions. Each child must have his own bedding which is not used by any other person.

Bunk Beds:

In general, the use of bunk beds for the care of children should be discouraged for safety, convenience, and health reasons.

An additional hazard exists for the child in an upper bunk in case of fire, and for children who are restless or apt to walk in their sleep, or who are subject to enuresis, an upper bunk is undesirable. Care of a sick child in an upper bunk is difficult.

In addition to inconvenience to the foster mother in making and caring for the upper bed, bunk beds would tend to increase the care and responsibility of a foster mother when insecure, emotionally disturbed, or very small children are

cared for.

An additional reason for the disapproval of bunk beds had been the tendency to overcrowd bedrooms because of the saving of floor space made possible by using beds placed in tiers.

The Social Welfare Board approved the following policy on 3-22-45 with respect to the use of bunk beds in children's foster homes:

"No Bunk beds with more than two tiers shall be used, under any circumstances, for the care of children by any child care facility. Two tier bunk beds shall be allowed only when the following requirements are met:

- (1) In dormitories ceiling must be sixteen feet in height.
- (2) Beds must be so constructed and equipped as to offer comfort, sanitation, and convenience.
- (3) There must be sufficient ventilation.
- (4) Children under eight years of age may occupy only a lower bunk."

A dormitory is defined (Section 15013, Health and Safety Code) as any bedroom occupied by more than two persons. The sixteen foot ceiling height provision in dormitories where bunk beds are used is contained in Section 17154 of the 1943 Health and Safety Code.

Fire Safety:

See other material previously issued regarding fire safety, the types of homes, and procedure to be used in referral to the State Fire Marshal.

Fireplaces and open-faced heaters must be protected by screens so that children will not be burned. All gas heaters must be vented and installed with permanent connections.

Other Aspects of Home Safety:

Measures should be taken which will insure the protection of children from home accidents. If small rugs are used, pads should be placed under the rugs in order to prevent slipping. Fish ponds are never advisable where babies or other young children are cared for. Electrical appliances must be kept in good order as further precaution against accidents. Handrails should be on stairs if used by young children. Brooms, sweepers, mops, and boxes for children's toys must be adequately stored when not in use.

Disinfectants, cleaning solutions, and poisons, must be stored in such a manner that the children do not have access to them.

Housekeeping:

The home should be clean, reasonable orderly, have a home-like atmosphere, and give evidence of comfortable use. In a home where there are no children, the attitude of the foster mother towards the disarranging activities of her friend's children when visiting in the home, will give some indication of her probable attitude and

flexibility in the care of foster children.

The foster child should have adequate space for his clothing and personal belongings and some place of his own to use and care for.

Such things as adequate provision for care of foods, regularity of meals, customary diet, and methods of preparation of foods should be ascertained.

DIET

The State Department of Social Welfare furnishes, free of charge, leaflets regarding food needs of children of various ages. Every foster mother should be supplied with the material pertaining to the age of the children she cares for.

Milk Supply:

Pasteurized milk should be used if available. In communities where pasteurized milk is unavailable, the milk should be from a sources tested and found free from bovine tuberculosis and undulant fever. In contrast to the bovine tuberculosis control program, there is at present no program of control through the State Department of Agriculture to protect cattle from undulant fever. Goats are also extremely susceptible to undulant fever, or Malta fever.

In addition, because milk may become contaminated and a source of infection of other diseases, milk should be pasteurized. Freedom from tuberculosis and undulant fever is not an alternative to pasteurization of milk.

The State Department of Public Health has given the following instructions for home pasteurization of milk patterned after instructions issued by the New York State Department of Health. These instructions are available in separate leaflets so that they may be given to foster parents who do not have commercially pasteurized milk available.

- "1. Place cold or warm water in the bottom or outer section of double boiler or other deep container.
- "2. Pour the raw milk in the inner section of the double boiler, put the inner section into the outer container and place over a burner. Do not apply direct heat to the milk.
- "3. Place a clean thermometer in the milk and stir gently and continuously with a clean spoon. Watch the thermometer and heat the milk quickly to at least 160° Fahrenheit.
- "4. As soon as the thermometer reads 160° F., remove the milk container and dump the hot water from the outer container.
- "5. Fill the outer section with cold water or ice in water and replace the inner section into the outer section in order to cool milk rapidly to 50° F. or lower.
- "6. Place the cooled milk in the refrigerator. If the pasteurized milk is transferred to the raw milk bottle or to another container, be absolutely sure to scald such bottle or container with boiling water.

"If you do not have a satisfactory thermometer, do not guess at the temperature but be sure to boil all raw milk before it is used."

Home Canned Foods:

The suggestion is made that foster parents who home can fruits and vegetables secure information from the Extension Division of the University of California (or their local home demonstration agent) concerning safe and acceptable methods of home canning.

The State Department of Health has called attention to the dangers of eating improperly home-canned foods because of the danger of Botulism, a highly fatal poison which may germinate in the airless interior of a sealed can or jar. Housewives who have the use of a steam pressure cooker and who have the technical knowledge concerning proper temperatures and the period of heating required for different foods and different containers may use this method of canning with safety.

Many people believe that Botulism is only caused by eating home-canned string beans and olives. This is not true, since cases reported by the State Department of Health have involved thirty-two kinds of food, including eighteen vegetables, six different meats and cheeses, three kinds of fish, and five varieties of fruit. Home-canned vegetables, meat or fish should not be eaten even in tiny amounts, without boiling the food for at least fifteen minutes after removing it from the container.

HEALTH AND MEDICAL CARE

Foster parents accepting private placements from parents, or placements from agencies, should be instructed to request that each child have a physical examination prior to admission to the home. This procedure is a protection to foster parents, to other children in the home, and furnishes the basis for intelligent follow-up care. It is desirable to have a health clearance or written statement from the physician which includes specific instructions by the physician or clinic regarding the care or continued medical supervision of the child.

Many communities may have facilities for immunization and vaccination available through the local health department who may be consulted regarding this, as well as physical examinations for children where care through a private physician is not given. Infants in foster homes should be under continuous health supervision. The local health facilities may provide well baby clinics or the infant should have care by a private physician.

The foster mother needs to obtain from the agency or parent, specific information as to whom is to be notified in the event of illness, and what arrangements are to be made for continuing medical care, and the medical and surgical care which might be necessary in an emergency. Foster parents may be supplied with copies of form CI 13 (obtainable through the State Department of Social Welfare) which is a Parent's Signed Consent for Emergency Medical and Surgical Care. Signature of the parent should be secured on this form if for any reason the parent is not to be immediately available at all times. This form reads as follows:

"I, _____, hereby give my consent to _____ to call a physician for medical or surgical care for my child, _____, should an emergency arise where such service is indicated.
It is understood that a conscientious effort must be made to notify me or my _____ before such action is taken - but if it is impossible to locate me or my spouse - the expense of this service will be accepted by me.

Signed _____

Date _____

Witness _____

The foster mother should make provision for separating children when several children are cared for, and a child shows signs of illness. This is essential until the nature of the illness has been determined, or until the child is over the infectious stage of his illness.

HOME DUTIES AND WORK HOMES

Children shall not be required to do work other than simple home duties which do not interfere with school, health, and necessary recreation. These tasks would include the assistance a boy or girl would normally render in his own home, and the training a child would thus receive in the care and maintenance of the house, garden, livestock, etc.

It is recognized that sometimes children between fourteen and sixteen years of age are earning their maintenance in a boarding home. Such homes require a license under the Welfare and Institutions Code if the child is under sixteen. A work permit is required from the School Department before such a child may be employed. Such a permit is issued by the school after the parent or guardian appears before school officials empowered to issue permits.

For the minor under sixteen who has been issued a permit to work, there is no protection as to hours and wages in domestic or agricultural work under the Education Code or Labor Code. The Education Code protects the minor over fourteen who has a work permit by stating he may work outside of school hours only for a period which when added to required hours of school attendance, does not exceed eight hours. However, agriculture and domestic work are exempted from this provision by the Labor Code. Minors under sixteen may not be employed in certain dangerous occupations (Article 2, Labor Code).

Knowledge concerning the existence of work homes may best be obtained from the school. It is possible that as information is gathered concerning existent work homes that standards in addition to those already set forth for foster home care will be required to protect the child in the working home.

DISCIPLINE

Corporal punishment may not be administered by any foster parents even though the child's parent may have given consent. Foster parents should consult the licensing or child placing agency for assistance in problems of behavior in children. The methods to be used in disciplining a child should be carefully discussed with the foster parents since the attitude of the foster parents plays an important part in

1. The first part of the report is a general statement of the purpose and scope of the study. It is followed by a brief review of the literature on the subject. The third part of the report is a description of the methods used in the study. The fourth part is a presentation of the results of the study. The fifth part is a discussion of the results and their implications. The sixth part is a conclusion. The seventh part is a list of references. The eighth part is an appendix. The ninth part is a glossary. The tenth part is an index.

APPENDIX

The appendix contains a list of the names of the individuals who participated in the study. It also contains a list of the names of the individuals who were interviewed for the study. The appendix also contains a list of the names of the individuals who were interviewed for the study. The appendix also contains a list of the names of the individuals who were interviewed for the study.

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the behavior of the child. If the foster parents are consistent and reasonable in their requests, give explanation for changes, offer the child dual choice and keep promises, the child will usually respond in an acceptable manner. The foster parent who demonstrates sincerity, reliability and a genuine interest and affection for the child, can contribute greatly toward influencing a child toward acceptable behavior.

In attempting to secure a change in the child's attitude towards the rights of others, it may be necessary to deny special privileges, but the child must never be deprived of his meals or have applied any measure which brings humiliation to him before other children. Punishment motivated by anger, and revenge besides offering no constructive help to the child may arouse in him greater insecurity and life-long antagonism to authority.

KEEPING RECORDS

Failure on the part of foster parents to maintain records after instruction and assistance in maintaining such records has been given, may be an indication of the character of the foster parents. It is easily understood how a busy housewife might see no particular reason for the requirement or might be neglectful. The first instance of a child abandoned by his parents would make her aware of the necessity of keeping records.

ADVERTISING

Explanation to editors of newspapers concerning the foster home program, and the legal basis for licensing, will help secure their cooperation in asking advertisers to show their licenses before an advertisement for child care is published. Referral of such requests by the newspaper to the licensing agency may also bring to attention good prospective foster homes which could be licensed.

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
June 22, 1945

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 3

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

C. M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

FILED

In the office of the Secretary of State
of the State of California

JUN 25 1945

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

366:b5
Attachments

RECEIVED
SACRAMENTO, CALIF.

1945 JUN 23 AM 9 09

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BLDG.
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 13, 1945

S.D.S.W. REGULATION BOARDING HOMES NO. 3

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

Subject: Nutrition Leaflets and Instructions
for Home Pasteurization of Milk

Children's Foster Homes

Attached are copies of the following leaflets:

1. Child Care in Foster Homes - Day Care Food Standards May 1945
2. Child Care in Foster Homes - Food for Young Children Revised May 1945
3. Food Pattern for the Adolescent

These leaflets are designed for the use of the foster mother giving day care, for the 24-hour home caring for the young child, and the home caring for the adolescent. When the foster home is licensed, the leaflet appropriate to the care given by the home should be supplied to the foster mother by the accredited agency. For inspection agency homes, the State Department of Social Welfare will enclose the appropriate leaflet when the license is sent to the foster mother.

Aged Boarding Homes

The leaflet General Suggestions for Food for Aged Persons, also attached, should likewise be supplied by accredited agencies to the aged boarding home operator, and will be enclosed with the license by the State Department of Social Welfare for inspection agency homes.

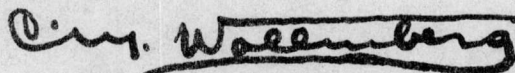
Instructions for Home Pasteurization of Milk (attached)

In communities where pasteurized milk is unavailable, foster mothers and operators should be supplied with the instructions for pasteurization of milk.

Supplies

Supplies of the above five informational leaflets are available, without cost, from the State Department of Social Welfare, 616 K Street, Sacramento.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Supper

Vegetables or cream soup
or eggs, or cheese
Milk to drink
Toast or bread and margarine
Dessert

In a bulletin written by Miriam Lowenberg for the Children Bureau, entitled "Food for Young Children in Group Care," Bureau Publication 285, on Page 2, are the following suggestions which may be useful to the foster parents:

- "1. Expect children to eat. Remember that they readily sense the attitude that the adults who eat with them show toward their food.
2. Remember that each child is an individual. Do not expect all the children, even of the same age, to have the same tastes in food, nor to eat the same amounts.
3. See that each child is seated comfortably.
4. Prepare foods so that they are attractive to the children and not too difficult for them to manage.
5. Serve small portions, and second helpings when needed. Remember that portions that are too large discourage a child from eating.
6. Provide dishes and utensils that are suitable for small hands.
7. Try to have a cheerful and happy atmosphere at mealtime.
8. Encourage interesting and pleasant table conversation among children who are old enough to be able to eat well and to talk at the same time. Talking about personal likes and dislikes for food should be discouraged. The foods themselves, and where they come from, are usually interesting for children to talk about.
9. Prepare for spilling and other messy eating by providing bibs and table protectors. Don't expect little children to eat as skillfully as adults.
10. Remember that courtesy at the table is not dependent on "thank you" and "please". Do not expect adult politeness of little children. If they are with adults who are innately courteous, they will pick up socially acceptable manners after they have mastered the difficult task of feeding themselves. But do not expect them to do both at once.
11. See that the children get enough rest and relaxation, so that they will not be tired at mealtime."

Some children will be older than the pre-school age group in the day care home, and these older children will need a mid-afternoon snack on returning from school, with larger servings than the pre-school child receives.

C H I L D C A R E I N F O S T E R H O - - S

DAY CARE FOOD STANDARDS

Many children cared for in foster homes which are licensed for day care will be children of pre-school age, i.e., 2 to 5 years. The food needed by the child at the day home must depend on what he gets at home, and the foster mother should discuss this with the child's parents. Some children will arrive at the day home without breakfast and provision must be made to provide this meal for these children.

A good daily food plan for pre-school children should include:

3 to 4 cups of milk taken as drink or combined with other foods.

1 egg plus an occasional serving of meat, cheese, or mild fish.

Beans or peas or lentils can occasionally be given to young children if cooked until soft and mashed or put through a sieve.

Vegetables: Dark green leafy or yellow

Potato

Raw vegetable. If given to very young children should be chopped fine. Can be served in sandwiches.

Fruits: Citrus. I.e., orange, grapefruit, or lemon, or tomato juice every day. Other fruits as apples, prunes, pears, apricots, etc.

Cereal and Bread: Whole grain or enriched variety.
Brown rice occasionally.

Fats and Sweets: Pre-school children need about three to four teaspoons of fat per day. Can be butter or fortified vegetable margarine.

Small amounts of sweet foods to round out the diet.

Vitamin D preparation--As fish liver oil

These foods can be combined in the following menu pattern:

Breakfast

Cereal of whole grain or enriched variety
Milk to drink and on cereal
Toast and margarine or butter

Dinner at Noon

Main dish of eggs, meat, cheese, fish or poultry
Potato
Other vegetable--occasionally raw
Dessert--As pudding, fruit, ice cream
Milk to drink

Mid-Morning Lunch

Fruit juice--as orange, grapefruit, tomato juice
Vitamin D preparation
(if child has not received at home)

Mid-Afternoon Lunch

Milk or Fruit
Cookie or cracker or small sandwich

not cover his energy outgo unless such concentrated foods as butter, eggs, cheese, fats, cream, marmalade, cookies and peanut butter are added to his main diet of vegetables, milk, fruit, and cereals. A child who seems too thin during the adolescent years is frequently underfed and particular attention should be given to his nutrititional needs.

It has been emphasized that the young child should be provided with an adequate amount of wholesome food, simply prepared and attractively served. It is important to note, however, that nourishing and attractive food need not mean expensive food. The suggestions which follow are made with a view to supplying adequate nourishment for the child at a minimum cost.

THE DAILY DIET

Each day each child needs:

MILK: One quart.

BREAD: Whole-grain bread with each meal. However, the child should not be allowed to eat more bread in place of needed quantities of other foods.

CEREALS: One serving of whole-grain cereal, preferably home cooked.

BUTTER OR FORTIFIED MARGARINE: With each meal.

CITRUS FRUIT JUICE OR TOMATO JUICE: One serving.

FRUIT--OTHER THAN FRUIT JUICE: One serving.

POTATOES: One or two servings.

OTHER VEGETABLES: Two servings--one green vegetable and one other.

EGGS: Four or five eggs a week.

MEAT: One serving not less than four times a week.

SUGARS: One or two small servings (simple desserts only).

SELECTION OF FOODS FOR THE YOUNG CHILD OF SCHOOL AGE

Good Morning!

In order to wake up refreshed, the child should have gone to bed early (before seven-thirty p.m.) and to assure a good appetite for breakfast, he should have slept in fresh cool air. Upon rising he should drink a glass of water. The morning schedule must not be hurried. Allow plenty of time for dressing, eating, brushing teeth, and going to the toilet after breakfast. A good breakfast eaten at leisure will aid digestion and elimination and keep the child from becoming tired and restless at school.

Breakfast

-Fruit, fruit juice, or tomato juice. Oranges or orange juice; cooked fruits such as prunes, apple sauce, apricots, baked banana; or mild fresh fruits in season providing they are ripe--as apples, peaches, apricots, pears, plums, bananas, etc.

C H I L D C A R E I N F O S T E R H O M E S

FOOD FOR YOUNG CHILDREN*

(Revised May, 1945, rescinds material of same title revised May, 1944)

The homemaker assuming responsibility for a foster child will find it very important to give consideration to the child's nutritional needs. The food he eats must furnish him with material for growth and development and supply energy for his ceaseless activity. The healthy child provided with the right kinds and quantities of food grows normally, has straight and sturdy legs, and weighs the right amount for his build, height and years. His teeth are sound, his hair glossy, and his skin clear. He is alert, bright-eyed, and active, and has a good appetite for his meals.

To be wholesome, the child's diet should be simple--that is, retain the natural flavors of the foods prepared, and avoid rich seasonings, sauces, or excessive use of fats. For a child a baked potato is better than a fried one; a custard better than a piece of pie with rich crust. By careful planning, however, the homemaker need not do extra cooking for the child. The foods most wholesome for the child are also wholesome for the adults; and in cases where the adults wish their food more highly seasoned, the child's portion may be removed before the seasonings are added. Or the child's custard or pudding may be taken from the filling to be used in making a pie for the adults. Fruit may always be substituted for a dessert not suitable for the child.

Much has been written in books, pamphlets, and articles to guide the caretaker in providing a well-balanced diet, and in serving attractive meals. Many publications are available at little or no cost, and additional material in bibliography form and bulletins may be secured from the licensing agency.

Since eating habits play a significant part in a child's life, it must be the responsibility of the caretaker to see that meals are served with regularity and that the food is of good quality. Attention should be given to making the meals attractive as well as nourishing. Three meals a day with the food needs divided fairly evenly are satisfactory for most children. In general, eating between meals is a bad practice since it tends to dull the appetite for regular meals. If extra food is needed for a very active, rapidly growing child, it should be given at a definite time not too near the regular meal hour. Orange juice, or other fruit, a small sandwich or cookie, and glass of milk might be served.

A child living with adults who are light eaters is frequently quite unintentionally underfed. However, underfeeding is more commonly due to a lack of understanding that a child's digestive tract is too small to take care of the large amounts of food necessary for energy and growth unless a considerable part of what he eats is of concentrated foods. This is particularly true for an active boy from thirteen to fifteen years old. He may eat all he can and still

*Adapted and extended from:

Food for Children. U.S. Dept. of Agri. Farmers' Bull. No. 1674. Wash. D.C. 1931.
Food for the School Child. Wisconsin State Board of Health. Madison, Wis. 1939.
Foundations of Nutrition, The. M.S. Rose. MacMillan, N.Y. 3rd Ed. 1938.
Nutrition Work with Children. Lydia J. Roberts. U. of Chicago Press, Rev. 1938.

Sliced tomatoes
Ground raw carrot & raisin
Shredded cabbage and carrot
Cabbage, apple and bacon
Meat loaf, liver or salmon loaf
Salmon and lettuce

Baked beans or bean loaf
Cottage cheese & jam or nuts
Peanut butter (moisten with milk)
with: raisins, jelly, bananas,
or chopped prunes
Egg & chopped onion or grated cheese

-Desserts. Fresh or cooked fruit; custard or milk pudding; fruit gelatin; occasionally oatmeal, molasses or fruit cookies; gingerbread; or cake.

The Evening Meal

The evening meal must be a simple one since the child's bedtime is near. The meal will be based on the balance of the "Daily Diet" requirements (Page 2) not eaten at breakfast and lunch. Foods eaten earlier in the day should not be repeated. In general, the evening meal will consist of:

-Meat, fish, eggs, or cheese. (Depending on what has been used in the other two meals).

-Potato and one other vegetable.

-Fruit or pudding.

-Milk. Amount necessary to complete the day's requirement of one quart.

-Whole-grain cereal with milk. Rolled oats, yellow cornmeal, cracked wheat, wheat germ cereals, brown rice, or dark Farina. A warm cereal dish may consist of a cooked cereal with cold milk, or a ready-to-eat cereal with warm milk.

-Whole-grain bread or toast with butter or fortified margarine.

-Milk. During cold weather warm milk, or occasionally weak cocoa may be served.

-Egg. Occasionally, or it may be served at lunch or evening meal.

Lunch at Home

Lunch should be ready when the child comes from school so that he may have plenty of time for eating. He is to go back to school and use his brain; hence too little food may cause him to tire before the afternoon is over. On the other hand, too heavy a lunch may cause dullness or sleepiness. If the child comes home to lunch (or if a hot lunch is eaten at the school cafeteria), it may consist of:

-Milk. As a drink; a milk and vegetable soup; or sometimes a milk pudding.

-Main dish. Baked potato with egg; a little meat; fish; ground meat with a vegetable, rice or noodles; a cheese dish; stew; or scalloped dish.

-Vegetable. Some cooked or raw vegetable. Salads are appetizing. Children often enjoy raw carrot or celery sticks (slender pieces of the raw vegetable, sliced lengthwise and served cold).

-Bread with Vitamin A rich fat as margarine or butter. Whole wheat, cracked wheat, graham, oatmeal, rye, raisin nut, corn bread, white and brown breads are acceptable.

-Simple dessert. Stewed or fresh fruit; milk pudding or custard; or a plain cookie or cake.

The Lunch Box

Attention should be given to putting up an attractive, appetizing lunch. Since dry bread is not appetizing, sandwiches should be carefully wrapped in wax paper. The lunch should vary from day to day and the homemaker will find this little hardship if she will plan the child's lunch a day ahead, utilizing some of the foods from the home meals. This will be a means of economy also. In general, a good lunch may include milk--or a hot soup made with milk--carried in a clean thermos bottle, sandwiches, and a dessert. Sometimes a salad, a cold left-over, or cooked fruit may be carried in a glass or paper container.

-Sandwiches. Add variety by using different breads from those mentioned above. Plain sandwich fillings which are highly nourishing are: Sliced or ground meats, egg, cheese, and peanut butter. Delicious and nourishing also are fillings made from such combinations as the following:

During adolescence some children have an insistent craving for sweets and begin "piecing between meals" with the candy bar habit. This is often a contributing factor to the "pimply" condition of the skin so often seen in adolescence. A lump of sugar or a small piece of hard candy midway between meals need not be at all injurious and may, for children with fatigue, be temporarily beneficial.

Healthy active children need a fairly concentrated diet in order to take on the amount of fuel needed for their activities. Large amounts of fluids should not be permitted with meals as it is possible to overstrain the stomach muscles by too great distension which, in turn, may cause one to be sufficiently uncomfortable as to be uneasy, fidgety, or restless.

FOOD PATTERN FOR THE ADOLESCENT

The period of adolescence begins about the twelfth year and continues for about ten years. During this time growth is extremely rapid, not only the skeletal structure, but also the muscle and connective tissue to cover the bone.

The growing boy and girl will probably need more food during this period than at any other time during their life span. Boys will use more than girls, as their activities are usually more strenuous than those of the girls. Special attention must be paid to the teeth during this period of rapid calcification and the diet should be rich in minerals and vitamins.

The food pattern for adolescent boys and girls is very similar to that of the younger boy and girl, except that larger servings are allowed and more concentrated foods such as peanut butter, jams, and cheese must be added to the diet to make up the extra energy needed for the excess activity and rapid growth.

- I. MILK - Quart a day, if the family budget will support this. This need not be all fresh milk, as some canned milk or dried milk can be used in cooking. Remember that we use milk for the nutrients that are in milk, as the calcium and phosphorus for bones and teeth, as well as a supply of protein, and some vitamins A and D.
- II. CEREALS AND BREADSTUFFS - Use a variety of breadstuffs; different kinds of flour -- the whole grain variety unless you can purchase the new "enriched" flour with extra vitamins B₁ and calcium and iron salts added. Never allow a hot soft bread as hotcakes or waffles to constitute the main dish of a meal. An occasional serving of these may follow the fruit juice, milk, and cereal.
- III. FRUITS - Two or more servings per day -- one rich in vitamin C, such as citrus fruits.
- IV. VEGETABLES - Two or more servings per day -- one of potatoes, and one of green leafy or yellow vegetables for iron and vitamin A.
- V. EGGS - One a day if it can be afforded. The iron in the egg yolk is easily assimilated by the body, and adolescent girls especially need a good supply of iron.
- VI. BUTTER OR FORTIFIED VEGETABLE MARGARINE - At every meal for the fat content and for vitamin A.
- VII. MEAT AND FISH - One serving a day, or at least every other day. These contain protein and iron to build muscle tissue. Use liver once a week as it is inexpensive, and is a good source of protein, iron, and vitamins A and Riboflavin. Dark meat in poultry has more Riboflavin than the light meat.
- VIII. SWEETS - For extra fuel value. Simple puddings, ice creams, sherberts, cookies, sponge cakes or cup cakes are to be preferred to pastries and the rich "soda Fountain" sweets.

FOOD ELEMENTS

Proteins: Protein is very important, as every tissue and fluid in the body needs and uses it. There are many kinds of protein in the foods we eat, such as milk, cheese, eggs, meat, and fish. Some grains such as oats, wheat, and legumes—peas and beans—also furnish protein, but not the same kind as that from animal sources, and cannot be completely substituted for them.

Fats: Butter, cream, lard, oil, and suet are generally classified as fats. Some fats contain vitamins which are necessary to the body, such as Vitamin A in butter or fortified margarine, Vitamin D in fish oils. Almost all foods contain some fat. Large quantities of fat are undesirable since they may cause loss of appetite and nausea.

Carbohydrates: Potatoes, rice, flours, vegetables, and fruits are usually classified under carbohydrates along with sugars, since they contain either starches or sugar, but are indispensable, not because of carbohydrates, but because of minerals and vitamins.

Minerals: Calcium, phosphorus, and iron are required in large amounts than many other minerals, such as manganese, zinc, copper, aluminum, etc. Some are present in most foods. Milk and cheese are especially good sources of calcium and phosphorus, green vegetables of iron.

Vitamins: Vitamins are nutritive elements needed to nourish the body properly. Eggs, liver, green leafy vegetables, yellow vegetables, fruits, and whole grain cereals are especially rich in vitamins.

To set these into a Daily Meal Plan the following list will be of value:

THE DAILY DIET - In general, we may say that the diet should include daily:

Milk: One pint to one quart.

Eggs: At least one every other day, plus some used in cooking.

Tomatoes or Citrus Fruit: One serving.

Vegetables: Two or more servings—one of potatoes, and preferably two of other vegetables.

Meat or Fish: One small serving.

Cereal: One serving every morning.

Bread: At every meal—preferably whole wheat variety.

Sweets and Fats: In moderate amount.

Breakfast

One of the following:

Fruit juice, such as orange or tomato juice.

Fresh fruit, such as strawberries, or melons in season.

Stewed fruit, such as prunes, apricots, apple sauce, or baked apple.

One of the following:

Whole cooked cereal, such as wheat grain cereals, or rolled oats.

Shredded wheat with hot milk.

Cornmeal cooked in milk.

Eggs - occasionally - poached, coddled, soft-boiled, or scrambled.

Toast or muffins with butter or fortified margarine.

One of the following beverages:

Milk, cocoa, tea, or coffee.

GENERAL SUGGESTIONS FOR FOOD FOR AGED PERSONS

In making suggestions for food for aged people, one should keep in mind that most of these people are in what may be called the sedentary occupation class. Therefore, the basic caloric requirement is lower than that of actively engaged adults.

Foods selected should be simple and easily digested and of sufficient variety to provide a well-balanced diet. Many elderly people have had their teeth removed and wear dentures, which make chewing such foods as corn on the cob almost impossible. Berries, because of seeds, and nuts, because of texture, are difficult to chew for people wearing plates.

Menus should be chosen with regard to the season of the year, and the foods served in an attractive manner.

Wholesome, attractive food need not be expensive. A large variety of appetizing, nourishing dishes may be prepared at low cost, provided the foods are well chosen, and the buying is wisely done.

The National Nutrition Council has divided food into seven basic groups. Each group is important for one or more nutrient which is needed every day by the human body for heat, energy, and building or repairing tissue. The seven food groups are listed below:

<u>Group No.</u>	<u>Foods</u>
1	GREEN AND YELLOW VEGETABLES some raw—some cooked, frozen, or canned.
2	ORANGES, TOMATOES, GRAPEFRUIT or raw cabbage or salad greens.
3	POTATOES AND OTHER VEGETABLES AND FRUITS raw, dried, cooked, frozen, or canned.
4	MILK AND MILK PRODUCTS fluid, evaporated, dried milk, or cheese.
5	MEAT, POULTRY, FISH, OR EGGS or dried beans, peas, nuts, or peanut butter.
6	BREAD, FLOUR, AND CEREALS natural whole grain—or enriched or restored.
7	BUTTER AND FORTIFIED MARGARINE (with Vitamin A added).

In addition to the basic 7, any other foods wanted.

These seven groups are representative of the food elements which are necessary for good nutrition. These food elements are:

Noon Meal (Heaviest of the day) One of each of the following:

Meats: roasts of beef, lamb, liver loaf, escalloped beef patties, meat loaf with tomatoe sauce, stews, or pot roasts. Very little fried meats should be eaten.

Potatoes: Baked, mashed, riced, or boiled.

Vegetables: Preferably one green leafy vegetable, such as spinach, chard, or lettuce; and carrots, beets, parsnips, squash, artichokes, egg plant, or bean sprouts.

Dessert: Stewed fruit, puddings of all kinds, simple cakes, cookies, or ginger bread. Gelatin puddings, floating island custards, ice cream, brown betty with prunes or apples, or tapioca pudding.

Supper (The evening meal should contain at least one hot dish, as it has been found that elderly people can digest their food better if some of the food is warm and appetizing to induce a flow of gastric juice.)

Soup: Clear Consommés, cream soups, or vegetable chowders. Split pea or lima bean soup, rather than navy or chile beans cooked with pork.

One of the following: Creamed dishes, such as salmon, tuna, or dried beef; cheese souffle, tomatoes and cheese omelet, etc.; spanish rice or macaroni and cheese; spinach with stuffed eggs.

Salad: Cottage cheese salad, raisins, prunes, carrots, vegetables, mixed fruits—raw or stewed.

These general suggestions are not for those persons who require special diets. Certain diseases require special foods and these should be given only on a doctor's recommendation.

It is well to remember when planning meals for aged that the food patterns in age are set and fixed by long years of habit. The appetite too is often perverse, and while the elderly person may have insisted upon being served certain foods, when these are placed before him his appetite has vanished and he cannot choke down a mouthful.

INSTRUCTIONS FOR HOME PASTEURIZATION OF MILK*

1. Place cold or warm water in the bottom or outer section of double boiler or other deep container.
2. Pour the raw milk in the inner section of the double boiler, put the inner section into the outer container and place over a burner. Do not apply direct heat to the milk.
3. Place a clean thermometer in the milk and stir gently and continuously with a clean spoon. Watch the thermometer and heat the milk quickly to at least 160° Fahrenheit.
4. As soon as the thermometer reads 160° F. remove the milk container and dump the hot water from the outer container.
5. Fill the outer section with cold water or ice in water and replace the inner section into the outer section in order to cool the milk rapidly to 50° F. or lower.
6. Place the cooled milk in the refrigerator. If the pasteurized milk is transferred to the raw milk bottle or to another container, be absolutely sure to scald such bottle or container with boiling water.

If you do not have a satisfactory thermometer, do not guess at the temperature but be sure to boil all raw milk before it is used.

*Acknowledgment is made to the California State Department of Public Health and to the New York State Department of Health.